



CENTRAL VALLEY
SCHOOL DISTRICT

FACILITIES DEPARTMENT

PROTOCOLS & EXPECTATIONS

FOR OPERATING AND MAINTAINING
SCHOOL FACILITIES & GROUNDS

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Introduction

Operating and Maintaining School Facilities and Grounds

The Facilities Department exists to support the primary purpose of K-12 education: quality learning. The core responsibility is to ensure that, through the provision of quality custodial and maintenance services, administrators, teachers and students have an environment that is safe, healthy, and responsive to educational programming. A comprehensive facilities program is a school district's foremost tool for protecting its investment in school facilities. Moreover, preventive maintenance is the cornerstone of any effective maintenance initiative.

School facility operations include but are not limited to: energy management, HVAC, cleaning, inspections, opening and closing school; boiler operation; responding to daily emergencies; mowing grass; and generating work requests to maintenance. School plant maintenance provides for the repair, replacement and renewal of failed infrastructure elements. There is no one way to maintain schools – they are a gamut of size, age, structural systems, etc.

A well designed facility management system generally encompasses four categories of maintenance: emergency (or response) maintenance, routine maintenance, preventive maintenance, and predictive maintenance.

- The one everyone dreads is emergency maintenance (the air conditioner fails on the warmest day of the year or the main water line breaks and floods the lunchroom).
- When the pencil sharpener in Room 12 finally needs to be replaced, it is routine maintenance.
- Preventive maintenance is the scheduled maintenance of a piece of equipment (such as the replacement of air conditioner filters every 10 weeks or the semiannual inspection of the water fountains).
- The cutting edge of facility management is now predictive maintenance, which uses sophisticated computer software to forecast the failure of equipment based on age, user demand, and performance measures.

Initial Steps

Based on work done through the *Maintenance Review*, we have taken some initial steps to “bring together” the maintenance and custodial departments to present a united front as we strive to provide optimum customer service and streamline our operational support to the students and staff of the district.

Some of the initial steps in the process include:

- Combine maintenance and custodial personnel under the name “Facilities”
- Provide custodians with clothing similar to current maintenance practice
 - Presents a unified look among buildings
 - Identifies personnel to all facility users both during the day and during evening events
 - All personnel will share same naming over time
- Create and augment current technology uses on our website for customers
- Review and change work schedules to increase efficiency and productivity
- Plan, organize, and schedule the use of summer cleaning teams
- In some areas, change current custodial hiring practices from 260 to 189 days
- Rename the Director of Maintenance position to Director of Facilities. Change is in name only and does not dictate any other changes with positions or current practices or responsibilities

We continue to look at opportunities for change within both areas as suggested in the Maintenance Review. Additionally, as we reflect on our current practices we will add policies and procedures that provide a clear path for our customers to take in leading them to a better understanding of how the department operates and can best support their needs. This document has been developed to communicate with the facilities customers about what they can expect when interfacing with the facilities department. This is a set of protocols that will help to define as well as communicate processes for facilities customers.

Maintenance Services

FACILITIES PROTOCOL: INITIATING WORK ORDERS; COMMUNICATION & RESOLUTION

1. **Scope:** This protocol describes the process used to submit work orders
2. **Person Responsible:** Director of Facilities
3. **Approval Authority:** Director of Facilities and Executive Director of Operations
4. **Procedure:**
 - 4.1. Employees will report issues related to health and safety promptly to the school principal.
 - 4.2. The school principal/designee along with assistance by the head custodian will investigate the concern and determine the nature, severity, and urgency of the issue.
 - 4.3. **If the issue is determined to be an emergency** (e.g., burst plumbing) and/or urgent in nature, the principal or designee shall promptly contact the Facilities Department via telephone.
 - Call the general maintenance line (509) 228-5481/2 and ask to speak to Mark Weis, Director of Facilities.
 - If the director is not at the LTC building, contact him via cell phone: (509) 220-7873.
 - If the director is not available at either number, contact the general maintenance line once again and report the concern.
 - In every case, communicate with clarity and specificity of the problem and level of urgency.
 - 4.4. **If the issue is not an emergency AND does not require immediate action**, the principal or his/her designee shall utilize the district's **online work-order** system to request maintenance assistance.
 - The work order will clearly be identified as a "SAFETY ISSUE", "HEALTH ISSUE" and/or as a "MAINTENANCE ISSUE".
 - These issues will be addressed using the following priority system:
 - **Priority 1**—Issues where severe and immediate danger to health, welfare, and/or safety of persons using the facility is indicated. Additionally, this priority includes issues that pose an eminent risk of substantial loss to district assets (immediate action).
 - **Priority 2**—Issues that, if left uncorrected, will cause serious degradation to facilities and/or programs, and safety concerns that do not pose substantial and immediate threat to the health and/or safety of facility users. Also included are issues related to user comfort (e.g., Heating/Ventilation) that require quick response (0 to 7 days). Submit issue through work order system and an e-mail to Director of Facilities.
 - **Priority 3**—Issues related to ongoing facility functionality, code compliance, and "critical aesthetics" that do not require immediate response, but should be accomplished within a finite time period (0 to 90 days). Submit issue through work order system.
 - **Priority 4**—Regular maintenance issues that are primarily aesthetic or ongoing in nature. Additionally, facility/grounds alterations that improve the preservation qualities of the building and/or lead to operational cost efficiencies. Submit issue through work order system.
 - **Priority 5**—Facility expansion and/or adaptation work that is not typically considered part of maintaining the facility, but rather as an improvement to the facility. Exception: If the improvements are related to a particular and necessary instructional program demand, they may be considered as a higher priority. Submit issue through e-mail to Director of Facilities. Director of Facilities organizes meeting with the appropriate people. Once a decision is made the Director of Facilities submits a work order.
 - 4.5. **If the issue is not an emergency, but the Principal determines it to require a relatively quick response**, the Principal will submit an online work order AND notify the Maintenance Department by phone or e-mail: Mark Weis • work phone: (509) 228-5480 | cell phone: (509) 220-7873 | e-mail: mweis@cvsd.org
 - 4.6. **If the initial maintenance request does not bring about a timely response** (see priorities above for timelines), the following protocol shall be in order:
 - The employee will inquire at the building level to see if the work order was submitted. If not, the employee will make a second attempt to get the appropriate assistance at the building level.

- ❑ If the work is of a more urgent nature, the building principal/designee should be notified.
- ❑ The principal/designee will submit the work order to the Facilities Department, if not already submitted, and notify the Facilities Department by phone as appropriate depending on the urgency of the issue.
- ❑ If the issue is not resolved or communication has not occurred with the person who submits the work order within 10 working days, the person who submitted the work order shall contact the Director of Facilities directly to seek resolution.
- ❑ If the matter still is not resolved or communication has not occurred with the person who submits the work order within 10 more working days after making direct contact with the Director of Facilities, seek help from the Executive Director of Operations.
- ❑ The district is committed to resolving health and safety issues as promptly as possible and at the least formal level possible. Resolution to disputes over work orders should be sought progressively through the chain of command.

FACILITIES PROTOCOL: SPECIAL PROJECTS (See definitions below)

1. **Scope:** This protocol describes the process for requesting in-house maintenance special projects.
2. **Person Responsible:** Director of Facilities
3. **Approval Authority:** Director of Facilities and Executive Director for Operations
4. **Definitions:**
 - **Special Project** – Special Projects are partial or total renovation of capital assets already incorporated into the buildings or grounds. Special Projects are either funded by the Facilities Department or by the building. These projects must be requested in writing by May 1st for work to be considered for completion during the following summer break. These requests are not to be requested using the typical work order system.
5. **Procedure:**
 - 5.1. Special Project needs are identified by: Executive Directors, Building Administrators & the Director of Facilities
 - Project requests must be sent in writing to the Director of Facilities in list form by the set deadline. If the deadline is not met, the requests need to be submitted again the next year for consideration.
 - 5.2. The Director of Facilities reviews all requests by site and prioritizes a **site list** based on the following factors:
 - Safety
 - Environment
 - Education
 - Comfort
 - 5.3. The Director of Facilities then creates a prioritized **master list** that includes all sites based on:
 - Priorities of each site
 - Budget constraints
 - Timeline
 - 5.4. The Director of Facilities then works with Executive Directors and the Deputy Superintendent to select the special projects for the upcoming school year.
 - If a requested project is not chosen, that building is notified and the administrator receives an explanation why it could not be done.
 - If funding is the reason for rejection, the building's administrator may offer to fund the project. The request may then continue to receive consideration for selection.
 - 5.5. Once the projects are selected, the Director of Facilities defines the scope and specifications of the work to be done, and determines whether it will be conducted in-house or subcontracted. (If subcontracted, see Washington state WAC regulations.)
 - If the project is to be completed in-house, the Director of Facilities assigns responsibility to the appropriate department. The project is put into the work order system, which generates and issues a hard copy work order. The appropriate tradesmen are assigned to the project.
 - If the project is subcontracted, then the Director of Facilities works directly with the subcontractor throughout the project.

- 5.6. The Facilities Department notifies the building of the project timeline, and will communicate the progress of the project with the building administrator throughout its duration.

FACILITIES PROTOCOL: INTRA-DISTRICT MATERIAL MOVEMENT

1. **Scope:** This procedure applies to any building needing to have material moved from one district site to another.
2. **Person Responsible:** Director of Facilities
3. **Approval Authority:** Director of Facilities and Executive Director for Operations
4. **Definitions:**
 - 4.1. **Manageable Delivery** - A delivery which is grouped into packages less than 60 lbs., can be handled by a single person with a hand cart, can fit into the District delivery truck, and can be reasonably stored if necessary.
5. **Procedure:**

Occasionally, district materials need to be moved from one district location to another for purposes of sharing resources (such as chairs for concerts and other events) or transfer of materials or equipment from one building to another. Facilities Department does not deliver chemicals or copiers from site to site. Contact the Facilities Director with questions concerning chemicals. The Purchasing Manager will coordinate movement of leased copy machines.

 - 5.1. **Check availability; reserve materials:** For shared resources, prior to requesting movement of the materials, the receiving building or program must reserve the equipment and take accountability for the condition. This needs to be completed a minimum of two weeks prior to the event. Resources are scheduled on a first come first served basis.
 - Contact an authorized individual at each building from which equipment is being borrowed to determine availability of the resources and receive approval for use.
 - 5.2. **Complete work order:** All requests for moving materials from building to building is accomplished via a work order placed in the Facilities work order system. This would be a Priority 3 work order.
 - 5.3. The **Director of Facilities receives the work order and assigns it to the Delivery Person.** Delivery work orders are treated in the same manner as all other Facilities work orders.
 - Voluntary teacher moves (typically during summer break) will be prioritized on a first come first served basis and will take place based on the Facilities Department work schedule.
 - 5.4. **Delivery Person determines whether it is a manageable delivery.**
 - If deliverable: Items will be picked up from the source location according to the appropriate schedule; event equipment will be moved previous to the scheduled event; all other materials will be moved per the schedule established with the work order.
 - If the delivery is not manageable (e.g. wrestling mats, pianos, etc.), the Director of Facilities will be notified to determine if and how the materials will be moved.
 - Delivery of items are considered from door to door and the request does not include the set-up or movement of items once delivered to the site.
 - 5.5. **All items will be properly prepared for delivery** with consideration given to weight and packaging.
 - 5.6. **Delivery Person completes delivery per the work order:**
 - Prior to loading on the truck, the delivery person will inspect the equipment for cleanliness, damage, and general order. If the equipment was not cleaned the delivery person will give the building or department the opportunity to clean the equipment and reschedule pickup.
 - The shared equipment will be returned to their source per schedule.
 - The work order is returned to the Director of Facilities for processing.

FACILITIES PROTOCOL: SNOW REMOVAL

1. **Scope:** This protocol describes the explanation of duties and responsibilities during inclement weather.
2. **People Responsible:** Director of Facilities: determine need for plowing and to call out the plows.
Team of Administrators (Deputy Superintendent, Asst. Superintendent for HR and Special Education, Executive Director of HR and Operations and Transportation Supervisor): check road conditions and advise the Superintendent on need to delay or cancel school.
Custodial Supervisor: check weather forecasts and inform head custodians for altering shifts to accommodate snow removal needs.
3. **Approval Authority:**
 - Director of Facilities for plowing
 - Superintendent for delays or cancelation of school.
4. **Procedure:**
 - 4.1 Contracted snow removal. Please click on the link [Cold Weather Building Preparation](#) for further information regarding snow removal procedures and building prep.
 - 4.2 During inclement weather season, one person from the team of administrators is assigned to check snow fall, weather and roads at 3:00 a.m. If the assigned person deems it necessary to drive multiple roads the other administrators are enlisted to drive the roads to check on the road conditions. All data is gathered and discussed, after which a decision is made to run schools on time, delayed, or closed for the day.
 - 4.3 The decision is relayed to the Director of Communications and Transportation Dispatchers who in turn relay that information to the public and bus drivers.

FACILITIES PROTOCOL: INDOOR ENVIRONMENTAL COMPLAINT PROCESS

1. **Scope:** This procedure covers any complaint of indoor environmental discomfort.
2. **People Responsible:**
 - Head Custodian
 - Building Principal or Director
 - Custodial Supervisor
 - Director of Facilities
 - Executive Director of Operations
3. **Approval Authority:** Director of Facilities and Executive Director for Operations
4. **Definitions:**
 - **Indoor Environment** - The combination of all influences of the facility systems on the occupant's comfort including temperature, lighting, odors, air movement, noise, and other sensory effects.
 - **IAQ** - Indoor Air Quality
 - **IAQ investigation** - Investigation of indoor air quality that will rise out of a complaint of respirator function, allergic reaction, or general feeling of illness which is demonstratively connected to occupancy of the facility.
 - **HVAC system** - The facility system that heats, cools, supplies, exhausts, and moves air.
 - **Establish temperature range** - School Board Policy 6923AP explains temperature control. Heating season maximum temperature set point shall not be more than 68 degrees in all classrooms, gymnasiums, and offices. Cooling season temperature minimum set point shall not be less than 76 degrees. Warehouse and heated garage temperatures shall be maintained at 55 degrees during the heating season. Special consideration shall be given to pre-school classrooms, special education classrooms, and shower/dressing rooms.
5. **Procedure:**
 - 5.1. All complaints of indoor environment should be directed to the Principal or Head Custodian of the building in question. Outside agencies will not be contacted except by district-level administrators.
 - 5.2. **Resolution of the environmental problem should first be addressed at the building level by the custodial staff** with communication to the Facilities Director.

- The custodian will make an initial investigation of any environmental complaint.
 - Based upon the investigation, the custodian will take one of the following actions:
 - **Custodian resolves the situation** by taking actions that are within their job description, such as:
 - Replacement of burned out bulbs/ballasts, causing low light.
 - Removal of foreign material, chemicals, trash, etc., causing odors.
 - **Submits work order to facilities staff:** If the custodian cannot resolve the situation at the building level, but can identify the cause of the problem as resolvable by the facilities staff, then the custodian will enter a work order into the work order system.
 - **Notifies the Principal and the Custodian Supervisor:** If the problem cannot be solved at the building level or by facilities staff, the custodian will notify the Principal and the Custodian Supervisor, who will both communicate the problem to, and discuss with, the Director of Facilities. The Director of Facilities will make HR aware of the discussions.
- 5.3. **If the problem is not an IAQ problem** and cannot be resolved at the building level or through the work order system, the Director of Facilities will investigate the problem and take appropriate action as the circumstances warrant.
- 5.4. **If the problem is identified as an IAQ problem**, the Director of Facilities will initiate an IAQ investigation:
- The Director of Facilities will create a file for all documents, findings, and correspondence.
 - Please find at the following link the **Indoor Air Quality Complaint Form**.
 - The complainant will fill out the form as completely as possible and return to the Principal for review by the Director of Facilities.
 - If the symptoms are health related and of a serious concern, the complainant will be advised to consult their personal physician to determine possible causes and solutions.
 - The following adjustments to the environment will be made at the beginning of any IAQ investigation:
 - Removal of any live animals from the immediate area and the associated wing or building section.
 - Removal of any stuffed furniture, excessive number of pillows, stuffed animals and other dust and pest harboring items in the immediate area.
 - Removal of chemical or volatile organic compound (V.O.C.) emitting devices such as plug-in electrical or passive air fresheners.
 - The Facilities staff will conduct an IAQ investigation. Additional resources and procedures will be used based on initial findings of the investigation per accepted IAQ investigatory practices.
 - Based on the findings of the investigation, adjustments will be made to the facility and its systems to eliminate identified or suspected contaminant sources.
 - The Principal and the complainant will observe the situation to determine if the problem has been mitigated or eliminated.
 - If environment and systems have been repeatedly investigated with no improvement and no further progress can be made with internal staff and tools, the Executive Director of Operations will review the file with the Director of Facilities to decide if an outside agency or consultant will be hired to continue the investigation.
 - If an outside entity is not hired, the file is referred to HR to make reasonable accommodations for the complainant.
 - The facilities staff will meet to review the file, discuss the findings and what can be learned.

Custodial Cleaning Expectations

CLEANING EXPECTATIONS: RESTROOMS

1. **Scope:** This procedure describes the custodial cleaning standards for restrooms.
2. **People Responsible:** All custodial staff
3. **Approval Authority:** Custodial Supervisor
4. **Definitions:**
 - **Alpha Hp** – disinfectant general purpose cleaner
 - **Kling-on** – acid-based cleaner
5. **Procedure: (Daily, unless otherwise noted)**
 - Sweep floors
 - Empty trash cans and sanitary cans
 - Inspect the trashcan and sanitary liners, replace as needed
 - Check and refill soap, paper towels, toilet paper, seat covers, and Kotex dispensers
 - With a Johnny mop and bucket with Alpha Hp, swab all sinks, urinals and toilets, using separate swab for sinks and toilets/urinals
 - Wipe down all areas of sinks, toilets and urinals with rag
 - Clean mirrors
 - Spot clean walls, especially around urinals and soap dispensers
 - Mop floors with disinfectant cleaner
 - Clean floor drains- 2 times a month
 - Use Acid Bowl cleaner to deep clean toilets and urinals - weekly
 - Clean stall walls and doors
 - Clean entrance and exit doors and door handles
 - Check that lights are all working

CLEANING EXPECTATIONS: CLASSROOMS & LIBRARIES

1. **Scope:** This procedure describes the custodial cleaning standards for classrooms and libraries.
2. **People Responsible:** All custodial staff
3. **Approval Authority:** Custodial Supervisor
6. **Procedure: (Daily, unless otherwise noted)**
 - Empty all trash cans and pencil sharpeners
 - Replace dirty trash can liners as needed and every Friday
 - Clean white board trays -weekly
 - Clean sinks and counter tops with Alpha Hp
 - Sweep vinyl or tile floors
 - Vacuum carpets
 - Clean door glass and spot clean doors and walls
 - Clean door handles with Alpha Hp
 - Wet mop vinyl or tile- when needed or at least weekly
 - Check paper towel and soap dispensers and fill
 - Clean whiteboards - weekly
 - Dust classroom areas - monthly
 - Clean table tops/desk tops with Alpha Hp
 - Lock classroom door and turn off all lights when finished with room
 - Check that lights are all working

CLEANING EXPECTATIONS: GYM AREAS

1. **Scope:** This procedure describes the custodial cleaning standards for gym areas.
2. **People Responsible:** All custodial staff
3. **Approval Authority:** Custodial Supervisor
4. **Definitions:**
 - **Power scrub** - use the automatic scrubber, with red pad, to deep clean floor
5. **Procedure: (Daily, unless otherwise noted)**
 - Sweep the gym floor at least once in the morning before school
 - Spot mop floor with Alpha Hp
 - Spot clean walls with Alpha Hp - monthly
 - Clean drinking fountains with Alpha Hp
 - Clean the floor with damp mop or power scrub with Alpha Hp - weekly
 - Check and replace burned-out exit sign lights
 - Check that lights are all working

CLEANING EXPECTATIONS: CAFETERIA & KITCHEN

1. **Scope:** This procedure describes the custodial cleaning standards for cleaning cafeteria and kitchen areas.
2. **People Responsible:** All custodial staff
3. **Approval Authority:** Custodial Supervisor
4. **Definitions:**
 - **High speed** – spraying a floor finish enhancer on the floor and following with a 1200 to 1500 rpm buffer to put a high gloss shine on the floor
5. **Procedure: (Daily, unless otherwise noted)**
 - Empty and clean all trashcans
 - Replace all trashcan liners - on Friday or sooner if needed
 - Sweep all areas
 - Clean all tabletops
 - Inspect all chairs and benches
 - Inspect wall areas
 - Mop or power scrub all floors
 - Scrub carpet in high traffic and food areas- weekly
 - Check that lights are all working
 - Check and replace burned out exit lights

NOTE: DO NOT USE A HOSE TO WASH OUT KITCHEN FLOORS WHERE WALL IS NON-TILE.

CLEANING EXPECTATIONS: HALLWAYS & ENTRY AREAS

1. **Scope:** This procedure describes the custodial cleaning standards for hallways and entry areas.
2. **People Responsible:** All custodial staff
3. **Approval Authority:** Custodial Supervisor
4. **Procedure: (Daily, unless otherwise noted)**
 - Vacuum and sweep
 - Check walls for handprints, dirt, and marks
 - Clean exit doors and door glass
 - Check and replace burned out exit sign lights
 - Check and remove cobwebs - weekly
 - Check carpet
 - Spot mop halls
 - Spray and buff tile and vinyl areas - monthly
 - Clean drinking fountains

- Clean hallway windows
- Scrub walls – weekly
- Check that lights are all working

CLEANING EXPECTATIONS: CLINIC

Scope: This procedure describes the custodial cleaning standards for clinics.

People Responsible: All custodial staff

Approval Authority: Custodial Supervisor

Procedure: (Daily, unless otherwise noted)

- All surfaces will be cleaned and disinfected
- All trash liners will be changed
- All floors will be swept and mopped
- Restrooms to include toilets and sinks will be cleaned and disinfected
- Insure that sick cots are cleaned and disinfected

CLEANING EXPECTATIONS: OFFICE

Scope: This procedure describes the custodial cleaning standards for offices.

People Responsible: All custodial staff

Approval Authority: Custodial Supervisor

Procedure: (Daily, unless otherwise noted)

- Trash pick-up. Replace trash liners as needed or every Friday
- Vacuuming
- Clean glass
- Clean phones-weekly
- Dust-monthly

Custodial Duties

| Task | Frequency | Comments |
|--------------------------------------------------------------------|--------------|-------------------------------|
| Bleachers/Backboards | | |
| 1. Inspect | annually | Clean floors prior to opening |
| 2. Tighten fasteners | annually | |
| Building Shell | | |
| 1. Roof – visual inspection | as needed | Spring season |
| 2. Roof – clean gutters, downspouts, drains, replace screens, etc. | as needed | Spring season |
| Carpentry | | |
| 1. Interior wall repair not requiring taping | as needed | |
| 2. Wood work repair - minor | as needed | |
| Electrical | | |
| 1. Main Service | | |
| a. Test all emergency lighting | semiannually | |
| b. Reset circuit breakers | as needed | |
| c. Reset fire alarm panel | as needed | |

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|--------------------------------------------------------------------|--------------|-----------------------------------------------------|
| 2. General building | | |
| a. Maintain & replace cover plates | as needed | |
| b. Replace room clocks | as needed | |
| c. Set master clocks for DST | semiannually | Training provided |
| 3. Lighting | | |
| a. Change light bulbs/tubes | as needed | |
| b. Replace ballasts on fluorescent fixtures | as needed | Training provided |
| c. Replace fuses in fixtures | as needed | |
| 4. Other | | |
| a. Install cord caps & plugs | as needed | |
| Moveable Walls/Stage Doors | | |
| 1. Check and clean track | annually | |
| Painting | | |
| 1. Touch up walls, doors, etc. | as needed | |
| Plumbing | | |
| 1. Maintain faucets, gaskets, tighten handles, clean screens, etc. | as needed | Cold weather - open plumbing cabinets |
| 2. Repair accessible minor leaks | as needed | |
| 3. Use cleaning solution to clean slow running or clogged drains | as needed | Unplug insta-hots during summer |
| 4. Clean | | |
| a. Clogged "P" traps | as needed | |
| b. Aerators | as needed | |
| c. Interceptors (e.g. clay traps) | as needed | |
| d. Shower heads | as needed | |
| 5. Replace toilet & urinal diaphragms | as needed | |
| Hardware | | |
| 1. Doors | | |
| a. Adjust closers | as needed | Training provided |
| b. Attempt to remove foreign materials from locks | as needed | |
| 2. Adjust and lubricate hardware (tighten screws, bolts, etc.) | as needed | ONLY use dry silicone spray provided by Maintenance |
| 3. Locker hardware | | |
| a. Adjust | as needed | |
| b. Attempt to remove debris from locks | as needed | |
| c. Repair | as needed | |
| Warehouse | | |
| 1. Know ordering procedures | ongoing | Point of Contact - Brad Morris |
| 2. Know turn-in procedures | ongoing | |
| 3. Keep necessary supplies on hand | ongoing | |
| General | | |
| 1. Routinely inspect buildings and grounds (daily observation) | daily | |
| 2. Maintain inventory of equipment | ongoing | |
| 3. Maintain building security | ongoing | |
| Safety (Asbestos, Inspections, Crisis Plan) | | |
| 1. Maintain appropriate records hazardous, flammable, etc | ongoing | |

| | | |
|---------------------------------------------------------------|-----------|--------------------------------------|
| 2. Meet expectations of various inspectors | annually | |
| 3. Implement emergency crisis plan | ongoing | |
| HVAC | | |
| 1. Air Compressors | | Training provided |
| a. Drain | daily | |
| b. Check oil level | weekly | |
| c. Clean air filter | monthly | |
| d. Check belt(s) | monthly | Maintenance will make adjustments |
| 2. Boilers | | |
| a. Drain, open, and flush | annually | With Maintenance support |
| b. Clean fire compartment | annually | |
| 3. Domestic hot water holding tanks (if central tank exists) | | |
| a. Drain, clean scale, and flush | annually | Use new gasket when closing |
| 4. Univents | | |
| a. Clean | annually | |
| b. Change air filter | quarterly | |
| c. Lubricate motor bearings | annually | |
| d. Inspect, adjust, and change belts | as needed | |
| 5. Air Handlers | | |
| a. Clean | annually | |
| b. Check air filters | monthly | |
| c. Change air filters | quarterly | |
| d. Inspect, adjust, and change belts | as needed | |
| 6. Steam Systems | | |
| a. Blow down stand pipes | daily | Steam boiler only |
| b. Blow down rear boiler drain | daily | Steam boiler only |
| Grounds | | |
| 1. Irrigation Equipment | | |
| a. Repair sprinkler heads | as needed | |
| b. Repair "above ground" systems | as needed | |
| 2. Playgrounds | | |
| a. Check equipment for safety | on going | |
| 3. General clean up | | |
| a. Cut, trim, edge, sweep grass near bldg. | as needed | |
| b. Hand weed | as needed | Consult Maintenance for weed control |
| 4. Clean and maintain mowers, snow blowers, weed eaters, etc. | as needed | |