

Maintenance Task Guidelines

Updated 10.18.2023

Maintenance Task by Category

Custodian

Maintenance

I.	Carpentry		
1	Built-in cabinetry, cupboards - Installation and Repair		✓
2	Doors		
	a. Hang new		✓
	b. Plane		✓
	c. Adjust hinges		✓
	d. Square		✓
	e. Re-hang		✓
	f. Door closer cover	✓	
	g. Tighten hardware	✓	
	h. Door closer replacement or repair		✓
	i. ADA door push button and closer repair		✓
3	Drywall and paneling - Repair/Replace		✓
4	Locks		
	a. Lubricate and tighten screws	✓	
	b. Repair/Replace latches		✓
	c. Repair/Replace cylinders, latches		✓
	d. Assemble/Disassemble locks		✓
	e. Replacement & complete installation (Maintenance will key locks)		✓
	f. Make new keys		✓
5	Modification/Repair		
	a. Simple modification/repair of tables, desks, chairs, etc.	✓	
	b. Adjust drawers, replace knobs & pull on desks	✓	
6	Panic bars		
	a. Adjust/Lubricate	✓	
	b. Repair/Replace		✓
7	Portable skirting & rails		✓
8	Shelving - Install and Repair	✓	✓

II.	Electrical		
1	Ballasts - Any requests to maintenance for replacement will be switched to LED Lamps		
	a. Flourescent lamp fixtures - use up any stock	✓ with training	
	b. Flourescent H.I.D. fixtures (mercury vapor)		✓
2	Circuit Breakers - RESET		
	a. Under 50 amp	✓	
	b. Over 50 amp		✓
3	Electrical switch gear		✓
4	Electrical motor repair & rewinding		✓

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Maintenance Task by Category <i>(Electrical continued)</i>	Custodian	Maintenance
5 Emergency lighting & generators		
a. Generator operational check/weekly	✓	
b. Preventive maintenance on generators		✓
c. Check battery back-up on emergency/exit lights	✓	
6 Fire alarm system		✓
7 Flourescent lamp fixtures		
a. Replace ballast with LED lamps	✓ with training	✓
b. Replace tombstones	✓ with training	✓
c. Replace lens	✓	
d. Replace fixture		✓
8 Lamps/Bulbs - Change	✓	
LED lamp for lower ceilings - 4000K/14W		
LED lamp for higher ceilings - 5000K/25W		
9 LED Fixtures		
a. Repair/Replace		✓
b. Replace LED panels and drivers	✓ with training	✓
10 Light Switches		✓
11 Outlets		
a. Plug Tailed replacement	✓	
b. Other (non plug tailed) replacement		✓
c. GFCI replacement		✓
12 Outside Lighting		
a. Replace/Clean lights not requiring lift equipment	✓	
b. Lights requiring lift equipment		✓
c. Light fixture maintenance		✓
13 Power Outage		
a. Meter Check - determine RMP or District issue	✓	
b. Generator - knowledge of when on Backup Power	✓	
c. Set Phasing		✓
14 Wiring		
a. Pulling wire		✓
b. Running conduit		✓
15 Closed circuit security cameras		✓

III. General Trades		
1 Auditorium seat - Repair/Replace		✓
2 Bleachers		✓
a. Check underneath for damage monthly	✓	
b. Repair		✓

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Maintenance Task by Category (General Trades continued)	Custodian	Maintenance
3 Carpet		✓
a. Cutoff loose fibers	✓	
b. Installation (floors and walls)		✓
c. Repair/Replace Broadloom, Tile (large area)		✓
d. Replace single carpet tiles	✓	
4 Lockers		
a. Lock replacement	✓	
b. Minor repair	✓	
c. Major repairs or replacement		✓
5 Playground equipment		
a. Monthly inspection	✓	
b. Installation		✓
c. Certified repairs		✓
d. Certified inspections		✓
6 Roofing		
a. General cleanup & monthly inspection	✓	
b. Repair		✓
7 Tile		
a. Replace resilient flooring - VCT, LVT, Marmoleum		✓
b. Replace quarry & ceramic tile		✓
c. Replace ceiling tile	✓	
8 Windows - Glaze, Putty, Replace, and Seal		✓

IV. Grounds		
1 Artificial Turf		
a. Grooming/Sweeping	✓ with training	✓
b. Sanitizing (field house)		✓
2 Asphalt		
a. Inspection/Reporting	✓	
b. Extensive repairs		✓
c. Small potholes (Grounds shop to repair 12" or smaller)		✓
3 Fencing		
a. Inspect monthly	✓	
b. Installation/Repair/Replace		✓
4 Irrigation & watering		
a. Weekly clock and sprinkler check	✓	
b. Repair/Replace - sprinkler heads, solenoids	✓	
c. Repair/Replace - underground piping, valves, etc.	✓ with training	✓
d. Report irrigation schedule adjustments	✓	
e. Schedule adjustments	✓ with training	✓

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5 Mowing		
a. Edging/Trimming - except high schools ❖	❖	✓
b. All Mowing - except high schools ❖	❖	✓
6 Pruning		
a. All Shrubs, Bushes, Trees, etc. (trees up to 6 feet)	✓	
b. Requiring lift or specialized equipment		✓
7 Planter areas		
a. Bark refill		✓
b. Fertilizing	✓	
c. Planting		✓
d. Weed control	✓	
8 Playground		
a. Bark refill		✓
b. Bark raking/leveling	✓	
c. Weed control	✓	
9 Policing, litter removal, pea gravel/bark sweeping	✓	
10 Turf		
a. Aeration/Deep Tine		✓
b. Fertilizing		✓
c. Installation/Repair/Replace		✓
d. Weed control		✓
11 Snow removal		
a. All sidewalks to include perimeter walks and easements	✓	
b. Plow driveways and parking lots		✓
12 Snow/Ice Treatment with Icemelt, Salt, or Urea		
a. All sidewalks to include perimeter walks and easements	✓	
b. Driveways and parking lots		✓

V.	Heating, Ventilating & Air Conditioning		
	1 Air compressors		
	a. Monthly PM - Oil level, water drain valve	✓	
	b. Change filters		✓
	c. Grease		✓
	d. Change oil		✓
	e. Repair leaks		✓
	f. Certification		✓

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Maintenance Task by Category (HVAC continued)	Custodian	Maintenance
2 Boilers		
a. Daily operation check	✓	
b. Clean exterior of boilers annually	✓	
c. Check safety valves	✓	
d. Monitor water treatment	✓	
e. Adding water treatment chemical		✓
f. Adjust valves		✓
g. Certification		✓
h. Disassemble for inspection		✓
i. Repair control linkage		✓
j. Repair leaks		✓
k. Repair burners, fire eyes		✓
l. Re-tube, major repairs		✓
m. Resets - (any constant need for reset, submit work order)		
aa. Safeties and Controllers	✓	
bb. Overloads, Breakers, Other electrical	✓ with training	✓
3 Calibration of system, gauges, temperature control devices, etc.		✓
4 Chillers		
a. Daily operation	✓	
b. Prepare for cooling season		✓
c. All other adjustments		✓
d. Reset - (any constant need for reset, submit work order)	✓	
e. Reset internal components		✓
5 Cooling towers		
a. Drain and winterize	✓	
b. Clean basin and filtration system	✓	
c. Water treatment		✓
d. Clean and prep for cooling season, fill basin	✓	
e. Repair		✓
f. Resets - (any constant need for reset, submit work order)		
aa. VFD's for tower fan motor	✓	
bb. Breakers, Overloads, for tower fan motor	✓ with training	✓
6 Evaporator (Swamp) Coolers		
a. Start-up, Drain, Winterize	✓ with training	✓
b. Clean water basin	✓	
c. Inspect filters and belts monthly	✓	
d. Replace filters		✓
e. Repair		✓
7 Exhaust fans		
a. Check operation	✓	✓
b. Replace motors		✓
c. Lube motor and belt replacement		✓

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Maintenance Task by Category (HVAC continued)	Custodian	Maintenance
8 Filters		
a. Inspect monthly between PM Servicing	✓	
b. Clean/Replace		✓
9 Motors		
a. Grease		✓
b. Adjust/Replace belts		✓
c. Align/Replace bearing		✓
d. Resets - (any constant need for reset, submit work order)		
aa. VFD's (variable frequency drive)	✓	
bb. Electrical Disconnect, Overloads	✓ with training	✓
10 Multi-zone (MZ) units		
a. Inspect filters and belts monthly between PM Servicing	✓	
b. Change filters		✓
c. All other adjustments and repairs		✓
d. Resets - (any constant need for reset, submit work order)		
aa. VFD's (variable frequency drive)	✓	
bb. Electrical Disconnect, Overloads, Control Boards	✓ with training	✓
11 Pumps		
a. Check alignment		✓
b. Lubricate		✓
c. Repair/Replace		✓
d. Resets - (any constant need for reset, submit work order)		
aa. VFD's (variable frequency drive)	✓	
bb. Electrical Disconnect, Overloads	✓ with training	✓
12 Sawdust Collector		
a. Check/Cleanout hoppers	✓	
b. Check pressure gauges	✓	
c. Filters		✓
d. Repair		✓
e. Replace motors		✓
13 Scheduling - Weekly, Events, Overrides	✓ with training	✓
14 Thermostat Adjustments		
a. Building Management Automated Systems (INet, Struxeware, Alerton, etc.)	✓ with training	✓
b. Stand alone controllers/thermostats	✓	
15 Temperature Control Devices - Calibrate, Repair/Replace		✓
16 Unit Ventilators (uni-vent)		
a. Routine maintenance		✓
b. Repair		✓

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VI.	Plumbing		
1	Backflow - Install, Inspection, Replacement		✓
2	Boiler Water Treatment:		
	a. Weekly checks of closed loops	✓	
	b. Monthly check of steam system		✓
	c. Quarterly check of closed loops		✓
3	Broken pipes - primary system		✓
4	Broken pipes - fountains, toilets, etc.		✓
5	Faucet & lavatory replacement		
	a. Part Replacement - Aerators	✓	
	b. Part Replacement - Stems, Washers	✓ with training	✓
	c. Replacement		✓
6	Fire Riser/Sprinkler		
	a. Location and shutdown knowledge	✓	
	b. Repair/Replace		✓
	c. Quarterly inspection and test		✓
7	Fixture set		
	a. Spud Gasket - Toilets & urinals to sewer		✓
	b. Spud Gasket - Toilets and urinals from fresh water	✓ with training	✓
8	Floor drains		
	a. Clean	✓	
	b. Power roter		✓
9	Flush valves - Repair/Replace	✓ with training	✓
10	Gas Line		
	a. Seismic Shutoff - Location/Reset	✓	
	b. Repair		✓
11	Grease Traps		
	a. Check operation, cleanout	✓	
	b. Repair/Service		✓
12	Install/Replace - sinks, toilets, water fountains, etc.		✓
13	Isolation Valves		
	a. Location/Operation	✓	
	b. Repair/Replace		✓
14	Leaks		
	a. Minor - dripping faucet, flush valve, etc.	✓ with training	✓
	b. Pipe, Solder		✓
15	Steam Trap Floats: Inspect, Clean, Replace		✓
16	Toilet seats - Tighten, Repair/Replace	✓	
17	Stoppages		
	a. Hand snake/Plunger	✓	
	b. Power roter		✓

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18 Water fountains/Bottle fillers		
a. Filter Replacement	✓	
b. Repair/Replace		✓
19 Water Softener System		
a. Check operation weekly, Refill Salt	✓	
b. Calibration, Repair, Replacement		✓

VII.	Pools		
	1 Back flush	✓	
	2 Water quality control	✓	
	3 Repairs		✓
	4 Algae control	✓	
	5 Cleaning	✓	
	6 Underwater light replacement		
	a. Bulbs	✓	
	b. Fixtures		✓
	7 UV lights - clean structures		
	a. Clean structures	✓	
	b. Repair		✓

VIII.	Painting		
	1 Graffiti Removal		✓
	2 Painting - Interior and Exterior		✓
	3 Parking lot, playground, and crosswalk striping		✓
	4 Vinyl wall covering/patch & replace		✓

IX.	Nutrition Services		
	1 Kitchen equipment		
	a. Clean hood filters	✓	
	b. Check & adjust burners		✓
	c. Clean grease traps	✓	
	d. Replace Anodes		✓
	e. Repair		✓
	2 Refrigeration units		
	a. Check coils monthly between PM Servicing (walk-in units)	✓	
	b. Clean condenser coil & fan		✓
	c. Check & replace refrigerant		✓
	d. Repair		✓

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X.

Audio/Visual			
1	Data wire repair		IT
2	Intercoms		IT
3	Point of sale		IT
4	Projector		
	a. Bulb/Lamp replacement		IT
	b. Clean filter		IT
	c. Install/Relocate		✓
	d. Screen mounting		✓
5	Scoreboards		
	a. Light bulbs	✓	
	b. Scoreboard repairs and maintenance		✓
6	T.V. repair		IT
7	Theatre lights & sound		✓
8	VCR/DVD & CD repair		IT