

Maintenance Task Guidelines
Responsible Department

Maintenance Task by Category

Custodian

Maintenance

I.	Plumbing		
	1. Broken Pipes - primary system		✓
	2. Broken pipes - fountains, toilets, etc.		✓
	3. Minor leaks - Dripping faucets, etc.		✓
	4. Solder leaks		✓
	5. Replacement installation - sinks, toilets, etc.		✓
	6. Steam trap floats: inspect, clean, replace		✓
	7. Valve repair - except flush valves		✓
	8. Flush valves		✓
	a. Repair		✓
	b. Replace		✓
	9. Faucet & lavatory replacement		✓
	10. Replace washers and repack any fixture		✓
	11. Stoppages		
	a. Hand snake	✓	
	b. Power rooter		✓
	12. Toilet seats		
	a. Minor repairs (hinges, etc.)	✓	
	b. Complete replacement	✓	
	13. Water fountains		
	a. Repair - minor		
	b. Repair - major		✓
	c. Replacement		✓
	14. Fixture set (spud gasket)		
	a. Toilets & urinals to sewer		✓
	b. Toilets and urinals from fresh water		
	15. Floor drains		
	a. Clean	✓	
	b. Power rooter		✓
	16. Sprinkler systems		
	a. Operation	✓	
	b. Repair above ground sprinklers/solenoids	✓	
	c. Repair under ground piping, valves, etc.		✓
	d. Weekly clock & sprinkler log (report within 24 hrs. of mowing)	✓	
	e. Sprinkler replacement clocks, valve wiring		✓
	17. Boiler Water Treatment:		
	a. Weekly checks of closed loops	✓	
	b. Monthly check of steam system		✓
	c. Quarterly check of closed loops		✓

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II.	Carpentry		
	1. Simple modification & repair of tables, desks, chairs, etc.	✓	
	2. Doors		
	a. Hang new		✓
	b. Plane		✓
	c. Adjust hinges		✓
	d. Square		✓
	e. Re-hang		✓
	f. Keep hardware screw tight	✓	
	g. Door closer cover	✓	
	h. Door closer replacement or repair		✓
	3. Locks		
	a. Repair/replace latches/lubricate & tighten screw	✓	✓
	b. Repair/replace cylinders, latches		✓
	c. Assemble/disassemble locks		✓
	d. Replacement & complete installation (Maintenance will key locks)		✓
	e. Make new keys		✓
	4. Panic bars		
	a. Adjust/lubricate	✓	
	b. Repair		✓
	c. Replace		✓
	5. Adjust drawers, replace knobs & pull on desks	✓	
	6. Drywall and paneling		
	a. Repair		✓
	b. replace		✓
	7. Portable skirting & rails		✓
	8. Hanging shelves in custodial closets	✓	✓
III.	Electrical		
	1. Fluorescent ballasts lamp fixtures	✓ with approval	
	2. Fluorescent ballasts H.I.D. (mercury vapor)		✓
	3. Bulbs - change	✓	
	4. Replace switches	✓ with approval	
	5. Replace outlets	✓ with approval	
	6. Lamp sockets replacement	✓ with approval	
	7. Electrical switch gear		✓
	8. Wire pulling		✓
	9. Conduit running		✓
	10. Electrical motor repair & rewinding		✓

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Maintenance Task by Category (Electrical continued)

Custodian

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11. Reset circuit breakers		
a. Under 50 amp	✓	
b. Over 50 amp		✓
12. Set phasing		✓
13. Emergency lighting & generators		
a. Generator operational check/weekly	✓	
b. Preventive maintenance on generators		✓
c. Check battery back-up on emerg./exit lights	✓	
14. Fire alarm system		✓
15. Quarterly test on fire sprinklers		✓
16. Fire sprinkler maintenance		✓
17. Closed circuit security cameras		✓
18. Outside lighting		
a. Replace/clean lights not requiring lift equipment	✓	
b. Lights requiring lift equipment		✓
c. Light fixture maintenance		✓

IV. Heating, Ventilating & Air Conditioning

1. Boilers		
a. Daily operation	✓	
b. Adjust valves		✓
c. Repair control linkage		✓
d. Repair leaks		✓
e. Blow down (steam)	✓	
f. Repair burners, fire eyes		✓
g. Disassemble for inspection		✓
*Clean in preparation for inspection	✓	
h. Re-tube, major repairs		✓
i. Check safety valves	✓	
j. Monitor water treatment & add chemical	✓	
2. Filters		
a. Replace - except Hillcrest ❖	❖	✓
b. Clean -	❖	✓
3. Motors		
a. Grease - except Hillcrest ❖	❖	✓
b. Adjust belts - except high schools ❖	❖	✓
c. Replace belts - except high schools ❖	❖	✓
d. Replace & align bearing		✓
4. Sawdust Collector		
a. Main filters		✓
b. Repairs		✓

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Maintenance Task by Category *(Heating & A/C continued)* **Custodian** **Maintenance**

c. Hepa filter	✓	
c. Check / clean hoppers	✓	
e. Replace motors		✓
4. Thermostat adjustments	✓	
5. Temperature control devices		
a. Calibrate		✓
b. Repair		✓
c. Replace		✓
6. Calibrate gauges		✓
7. Air compressors		
a. Daily pm - check oil, drain water	✓	
b. Change filters		✓
c. Grease		✓
d. Change oil		✓
e. Repair leaks		✓
f. Certification		✓
8. Pumps		
a. Check alignment		✓
b. Align		✓
c. Lubricate		✓
d. Repair/replace		✓
9. Unit ventilators		
a. Routine maintenance - except Hillcrest ❖	❖	✓
b. Repair		✓
10. Exhaust fans		
a. Replace motors		✓
b. Belts & lube - except high schools ❖	❖	✓
11. Cooling towers		
a. Drain and winterize	✓	
b. Repair		✓
c. Clean basin or filtration system	✓	
d. Water treatment	✓	
e. Prepare for cooling season	✓	
12. Chillers		
a. Daily operation	✓	
b. Prepare for cooling season		✓
c. All other adjustments		✓
13. Multi-zone units		
a. Change filters		✓
b. All other adjustments and repairs		✓
14. Evap coolers start-up, winterize, repair		✓

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V.	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. repairs		✓
VI.	Nutrition Services		
	1. Kitchen equipment		
	a. Clean hood filters	✓	
	b. Check & adjust burners		✓
	c. Clean grease traps	✓	
	d. Repair		✓
	2. Refrigeration units		
	a. Clean condenser coil & fan		✓
	b. Check & replace refrigerant		✓
	c. Repair		✓
VII.	General Trades		
	1. Broken windows		
	a. Replace glass		✓
	b. Glaze/putty		✓
	2. Lockers		
	a. Repair	✓	
	b. Major repairs or replacement		✓
	3. Tile		
	a. Replace resilient tile		✓
	b. Replace quarry & ceramic tile		✓
	c. Replace terrazzo floor		✓
	d. Replace ceiling tile	✓	
	4. Carpet repair		✓
	5. Carpet installation (wall & floors)		✓
	6. Roofing		
	a. General cleanup & inspection	✓	
	b. Repair		✓
	7. Playground equipment		

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Maintenance Task by Category (General Trades continued)

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a. Repair		✓
b. Certified inspections		✓
b. Install		✓
c. Inspect daily for safety	✓	
8. Auditorium seats		✓
9. Bleacher seats		✓

VIII. Grounds

1. Mowing		
a. Hand mowing - except high schools ❖	❖	✓
b. Edging - except high schools ❖	❖	✓
c. Gang mowing - except high schools ❖	❖	✓
2. Pruning	✓	
3. Planter areas		
a. Weed control	✓	
b. Fertilizing	✓	
c. Bark		✓
d. Shrub and flower planting	✓	
4. Turf fertilizing and turf weed control		✓
5. Policing, litter removal, pea gravel sweeping, playground bark sweeping	✓	
6. Irrigation & watering	✓	
7. Snow removal		
a. All sidewalks including perimeter on public streets	✓	
b. Plow driveways, parking lots		✓
8. Fencing		
a. Repair		✓
b. install		✓
c. Inspect	✓	

IX. Asphalt Repair

1. Small potholes		✓
2. Extensive repairs		✓
3. Inspection	✓	

X. Painting

1. Painting		✓
2. Graffiti		✓
3. Parking lots playground striping		✓

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Maintenance Task by Category (Painting continued)

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Maintenance

4. Vinyl wall covering/patch & replace		✓
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XI. Audio/Visual		
1. Data wire repair Footprints IT		
2. Copier repair		✓
3. T.V. repair		✓
4. VCR/DVD & CD repair		✓
5. Intercoms		✓
6. Scoreboards		
a. Light bulbs	✓	
b. Scoreboard repairs and maintenance		✓
7. Theatre lights & sound		✓
8. Point of sale		✓
9. Projector bulb replacement	✓	
a. Projector clean filter	✓	