

Maintenance Task Guidelines

Responsible Department

Maintenance Task by Category	Custodial	Maintenance
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, riser, funny pipe	✓	
c. Repair under ground piping, valves, etc.		✓
d. Weekly clock & sprinkler log (report within 24 hrs. of mowing)	✓	
e. Sprinkler clocks, valve wiring		✓
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. Latches/lubricate and tighten	✓	
b. Repair/replace cylinders and 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		✓
Electrical		
1. Fluorescent ballasts lamp fixtures **with training	✓	✓
2. Fluorescent ballasts H.I.D. (mercury vapor)		✓
3. Bulbs - change **with training	✓	✓
4. Replace switches **with training	✓	✓
5. Replace outlets **with training	✓	✓
6. Lamp sockets replacement **with training	✓	✓
7. Electrical switch gear		✓
8. Wire pulling		✓
9. Conduit running		✓
10. Electrical motor repair & rewinding		✓
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		✓
Heating, Ventilating & Air Conditioning		
1. Boilers		
a. Daily operation	✓	
b. Adjust valves		✓
c. Repair control linkage		✓
d. Repair leaks		
♦ minor **with training	✓	✓
♦ major		✓
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 high schools *Hillcrest Univent		✓
b. Clean - except high schools		✓
3. Motors		
a. Grease - except high schools		✓
b. Adjust belts - except high schools		✓
c. Replace belts - except high schools		✓
d. Replace & align bearing		✓
e. Replace motors		✓
4. Thermostat adjustments	✓	
5. Temperature control devices		
a. Calibrate		✓
b. Repair		✓
c. Replace		✓
6. Sawdust Collector		
a. Check and change Hepa Filter	✓	
6. Calibrate gauges		✓
7. Air compressors		
a. Daily pm - check oil, drain water	✓	
b. Change filters		✓
c. Grease		✓
d. Change oil - except high schools		✓
e. Repair leaks		✓
f. Certification		✓
8. Pumps		

a. Check alignment		✓
b. Align		✓
c. Lubricate - except high schools		
d. Repair/replace		✓
9. Unit ventilators		
a. Routine maintenance - except high schools ❖	❖	✓
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 base or filter 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 - except high schools		✓
b. All other adjustments and repairs		✓
Pools		
1. Back flush	✓	
2. Water quality control	✓	
3. Repairs		✓
4. Cleaning	✓	
5. Underwater light replacement		
a. Bulbs	✓	
b. Fixtures		✓
6. Inspect chemical/water lines	✓	
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		✓
General Trades		

1. Broken windows		
a. Replace glass		✓
b. Glaze/putty		✓
2. Lockers		
a. Repair	✓	
b. Major repairs or replacement		✓
c. Change locks		✓
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		
a. Repair		✓
b. Install		✓
c. Inspect daily for safety	✓	
d. Bark		✓
8. Auditorium seats		✓
9. Bleacher seats		✓
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	✓	
Asphalt Repair		
1. Small potholes		✓
2. Extensive repairs		✓
3. Inspection	✓	
Painting		
1. Painting		✓
2. Graffiti		✓
3. Parking lots playground striping		✓
4. Vinyl wall covering/patch & replace		✓
Audio/Visual		
1. Data wire repair **I.T.		✓
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 **I.T.		✓
9. Projector - change filter, clean/change bulb	✓	