

Washoe County School District Site Facility Coordinator Maintenance/Safety Responsibilities

Outdoor - Maintenance/Safety

- a. Inspects playground equipment daily – levels and fills depressions in fiber pits.
- b. Inspects facility exterior/grounds daily for cosmetic, vandalism, and maintenance issues.
- c. Inspects roof and storm drains weekly to verify they are clean and working.
- d. Turns in Bi-weekly reports to Risk Management on Playground Equipment Inspections.
- e. Apply pesticides/fertilizers safely to plants, shrubs, lawn, and trees.
- f. Repair/replace broken sprinkler heads and minor irrigation system needs.
- g. Inspect oil levels on all grounds equipment before each use.
- h. Ensure that the proper fuel mixture is being used in ground equipment - unleaded fuel or fuel mix (oil & gas).
- i. Isolate and activate irrigation systems annually.

Indoor – Preventative Maintenance/Safety

- a. Inspects building interior daily for safety, and vandalism issues.
- b. Identify and report health safety concerns (i.e. asbestos, indoor air quality, mold, oil/gas leaks) to the proper department in a timely manner.
- c. Immediately reports roof leaks to Facilities Management.
- d. Immediately cleans liquid spills on carpets/floors and dries out wetted building materials (i.e. carpet, walls, floorboards) within 24 hours.
- e. Inspects facility interior to identify maintenance needs.
- f. Verify that all heating and cooling equipment is operational according to daily schedules.
- g. Daily inspections and maintenance of Boilers if applicable.
- h. Maintain boiler and maintenance logs daily.
- i. Prepare for and complete annual inspections and maintenance on Boilers.
- j. Measure and log fuel tanks daily if applicable.
- k. Maintain site safety awareness documents, and MSDS sheets/labels.
- l. Posts, updates, and distributes site plan showing locations of all emergency shut off valves. (I.E. water shut off, electrical mains, and irrigation valves).
- m. Submits work orders for repairs/requests.
- n. Shut off, drain, and insert plugs in Evaporative Coolers in summer.
- o. Maintain minimum levels of minor building maintenance items, (I.E. wax rings, electrical strike plates, switch/outlet covers, etc.)

Minor Maintenance Repairs

Electrical

- a. Replace/check Exit Light Batteries.
- b. Repair/replace light switch/outlet covers, and light lenses as applicable.
- c. Change lamps and lighting ballast's as needed.

Flooring

- a. Repair frayed carpet seams, minor carpet tears.
- b. Glue down carpet seams, carpet corners.
- c. Baseboards glued down.
- d. Replace small floor tile sections.

HVAC

- a. Replace belts on systems when needed.

Miscellaneous

- a. Repair lockers.
- b. Repair broken furniture.
- c. Tightens/lubricates door hardware as needed.
- d. Paint touch up- walls/doors/ceilings/sills.
- e. Replace ceiling tiles.
- f. Minor repairs on custodial equipment. (I.E. grounds equipment, vacuums, extractors, etc.).
- g. Temporary repairs on broken windows, and doors.

Plumbing

- a. Repair washers and seats in faucets and fountains.
- b. Replace leaking wax gaskets on toilets and urinals.
- c. Service maintenance on swimming pools.
- d. Clean condenser unit on refrigerators and refrigerated drinking fountains annually.

VEHICLE / EQUIPMENT

- a. Scissors/Boom Lifts
- b. Mowers
- c. Snow Blowers
- d. Tractors
- e. Palette Jacks
- f. Other maintenance and grounds equipment.