

THE OPS LIST: RECURRING TASKS

Version: **FIRST DRAFT**

Date: **19Sep07**

<u>Task</u>	<u>Location</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Fall</u>	<u>Responsibility</u>
Sprinkler Systems	Church		Turn on, Inspect, Maintenance	Repairs, adjust cycles	Turn off	Staff [Maintenance manager] Vendor []
	Canterbury		Set up hoses and timers	Monitor, water as needed	Store hoses, timers	Staff [Maintenance manager] Volunteer []
	2700		Turn on, Inspect, Maintenance	Repairs, adjust cycles	Turn off	Staff [Maintenance manager] Vendor []
Trees	Campus		Inspect, plan work			Volunteer [W. Sweeney]
	2700		Inspect, plan work			Volunteer []
Shrubs	Campus		Inspect, plan work			Volunteer [Cathy Miller]
	2700		Inspect, plan work			Volunteer []
Gardens	Chapel		Inspect, plan work			Volunteer []
	Courtyard		Inspect, plan work			Volunteer []
	West		Inspect, Plan work			Volunteer [Carlen Penfold]
	North (Play yard)		Inspect, plan work			Volunteer []
	East		Inspect, plan work			Volunteer [Ruth Frye]
	2700		Inspect, plan work			Volunteer []
Lawn Mowing	Campus (incl. play yard)		Review Plan, begin service	Weekly service	End service	Staff [Maintenance manager] Vendor []
	2700		Review Plan, begin service	Weekly service	End service	Volunteer []

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Flower pots/boxes	Church		Set out, plant	Water, Maintain	Clean up, store	Volunteer []
	2700	As needed service	End service		Review Plan, begin service	Volunteer []
Parking Lot				Inspect, repair		Staff [Maintenance manager] Vendor []
Daily Parking		Sell Permits Monitor / tag	Sell Permits Monitor / tag	Sell Permits Monitor / tag	Sell Permits Monitor / tag	Staff []
Event Parking			Bolder Boulder		Football Games	Volunteer [Board of Stewards]
Boilers/Mechanical	Church				Inspect	Staff [Maintenance manager] Vendor []
	Canterbury				Inspect	Staff [Maintenance manager] Vendor []
	2700				Inspect	Vendor []
Roofs	Church				Inspect	Staff [Maintenance manager] Vendor []
	Canterbury				Inspect	Staff [Maintenance manager] Vendor []
	2700				Inspect	Vendor []

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Gutters	Church				Inspect/Clean	Staff [Maintenance manager] Vendor []
	Canterbury				Inspect/Clean	Staff [Maintenance manager] Vendor []
	2700				Inspect/Clean	Vendor []
Garth Drain	Church			Inspect; Clean out		Volunteer []
Electrical	Church				Inspect	Staff [Maintenance manager] Vendor []
	Canterbury				Inspect	Staff [Maintenance manager] Vendor []
	2700				Inspect	Vendor []
Safety Equipment	Church				Inspect	Staff [Maintenance manager] Vendor []
	Canterbury				Inspect	Staff [Maintenance manager] Vendor []
	2700				Inspect	Vendor []

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Floors	Meeting Room A/B			Strip/wax		Staff [Maintenance manager] Vendor []
	Kitchen/Hall			Strip/wax		Staff [Maintenance manager] Vendor []
	Library			Strip/wax		Staff [Maintenance manager] Vendor []
	Church Sanctuary			Clean Carpet		Staff [Maintenance manager] Vendor []
	Church Apse			Strip/Wax		Staff [Maintenance manager] Vendor []
	Chapel			Clean carpet		Staff [Maintenance manager] Vendor []
	Offices and Lobby			Clean Carpets		Staff [Maintenance manager] Vendor []
Pest Control	Insects and rodents	Inspect and treat as needed	Inspect and treat as needed	Inspect and treat as needed	Inspect and treat as needed	Staff [Maintenance manager] Vendor []
Basic Cleaning	Church	Twice weekly	Twice weekly	Twice weekly	Twice weekly	Staff [Maintenance manager] Vendor []

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Kitchen	Church	Inspect / clean as needed	Inspect / clean as needed	Inspect / clean as needed	Inspect / clean as needed	Volunteer [Monthly work days]
	Church	Weekly attention	Weekly attention	Weekly attention	Weekly attention	Volunteer [Girdo Baker]
Book Monitor		Inspect, repair/replace	Inspect, repair/replace	Inspect, repair/replace	Inspect, repair/replace	Volunteer [Advent, Easter, June, September work days]
Kneeler Monitor		Inspect, repair/replace	Inspect, repair/replace	Inspect, repair/replace	Inspect, repair/replace	Volunteer [Advent, Easter, June, and September work days]
Organs					Inspect/tune	Staff [Organist] Vendor []
Pianos					Inspect/tune	Staff [Choir Leader] Vendor []
Sound Systems					Inspect	Vendor []
Intensive cleaning		Church (Epiphany), Sacristies	Chapel (Easter), choir room	Hall, Kitchen, Library, classrooms	Lounge, Offices, Lobby, conference room, meeting room	Volunteer [Work Day]