

# Maintenance Shop

## **Procedure**

We need to keep our Maintenance Shops, both the interior and exterior, clean and organized at all times. A cluttered and messy area will adversely affect our communities curb appeal and restrict us from satisfying the needs of our residents due to poor organizational skills.

In some locations, the area surrounding our shops can be viewed from our resident's homes, and we want all of our apartments to have the best view possible.

## **Inventory Control/Purchasing**

If we know our exact inventory on hand, making an order list would be a simple and more accurate task. Always purchase from our preferred vendors when possible. Utilize as many suppliers as possible with delivery services and reduce the trips off the property to pick up parts.

- The inventory of maintenance supplies shall be maintained based upon each month's budgeted amounts.

## **Safe Work Place**

In order to help provide a clean safe workplace all practices must be adhered to. All shops shall maintain the following items and shall be following all governing bodies, Environmental Protection Agency, Occupational Safety and Health Association and Fire codes, for example.

- The shop shall be cleaned daily or weekly as necessary to provide a safe, clutter-free and organized work area.
- Approved Fireproof cabinet for storage of flammable materials.
- All necessary equipment for the proper handling and recovery of refrigerant.
  - Recovery machine
  - Vacuum pump
  - Scale
  - Leak detection
  - Recovery cylinders
  - Log books
- Safety Data Sheets (SDS) information shall be maintained in the shop in accordance with OSHA regulations for all chemicals.

- All shops shall have a minimum of one 5lbs ABC fire extinguisher.
- All shops shall have a minimum of one metal trash can with lid for disposal of flammable trash.
  - **No smoking is allowed in the shop.**
- All shops shall have adequate lighting.
  - The use of timers and/or motion sensors in the shops are allowed provided there is an ambient light source, such as a window to provide light. The purpose of the additional light source is to provide light in the event an associate is in the back of the shop or an area where without light can be construed as dangerous. The ambient light sources will provide safe passage to an exit in the event the artificial light source turns off or fails.

### **Basic Shop Setup**

It is a requirement for all Maintenance Supervisors to organize their shops and or storage areas to the specifications of the policy that follows.

- Shop and all storage areas within the control of the employees will be locked at all times.
- If equipped with an alarm system, they will be set each evening before you leave for the day.
- Shops will be clean and neat at all times.
- Floors shall be uniform in color and free of debris and/or trip hazards.
- All parts will be organized in individual bin boxes. HD Supply will supply all boxes and/or labels at no charge.
- All shops shall have a posted inventory of equipment with a copy not less than one-year old located in the inspections book.
- Color coded bin area.
- Temperature controlled.
- Each Shop shall contain the following items:
  - a. Fire Extinguisher
  - b. First Aid Kit
  - c. SDS Station
  - d. Back Supports
  - e. Eye Protection/Goggles/Safety Glasses
  - f. Flammable Storage Cabinet
  - g. Appliance Cart
  - h. Key Machine
  - i. Recovery Equipment
  - j. Scales/HVAC
  - k. Backpack Blower
  - l. Eye Wash Station
  - m. Wet/Dry Water Vacuum

- n. Dust Masks
- o. OSHA Approved Ladders
- p. Personal Protective Equipment (PPE)

**The Community will supply property specific tools as listed above. The employee will supply all other tools needed for general repairs.**

### **Color codes for all shops**

- All Shelves shall be color coded and labeled with the following categories:

RED	Plumbing
GREEN	Appliances
YELLOW	Electrical and Lighting
ORANGE	Punch-Out and Window Blinds
BROWN	Tools Storage and Hardware
BLUE	HVAC
WHITE	Security and Safety

- Shops shall have the following posted:
  - A plat of:
    - Water cut-offs
    - Plumbing cut-offs
    - Gass cut-offs
    - Electrical cut-offs
    - Sewage cut-offs
    - Manhole locations
  - Maintenance Asset Inventory
  - List of emergency phone numbers and contacts

It is not recommended for any Associate to store personal items or tools in the maintenance shop. Dorchester II Management shall not be responsible for personal property in any event.

### **Tool/Equipment Policy**

- All tools and equipment are to be maintained in a clean and operational condition.
- Under no circumstances do we loan tools to anyone outside our company.
- Never loan a tool/ladder or any equipment to a resident under any circumstances.
- The equipment never leaves the property unless in need of repair.
- All fluorescent lights will be covered with protective sleeves to prevent any bulb breakage to fall into the eyes.
- All Maintenance employees are responsible for furnishing their personal hand tools.
- All equipment or tools will be OSHA tested and certified as per government regulations.
- All electrical equipment will be UL certified.
- All drop cords will be grounded.

All property tools/equipment will be purchased through prior approval of the Property Manager and Director only.