Kingdom Hall

Maintenance Binder

INDEX

Information:

1. Maintenance Program Instructions
2. Facility Operations Manual
3. Work History Card
4. Supply list

Safety:

1. DC-82 – Working Together Safely
2. Talk Outline: Spirituality and Safety
3. TO-5i – Incident Report Instructions
4. TO-5 – Incident Report (blank)
5. DC-85i – Congregation Job Hazard Analysis Instructions
6. DC85 – Congregation Job Hazard Form
7. TO-5a – Incident Report – Loss Evaluation Form
8. Safety Data sheets (e.g., MSDS sheets)

Schedule/Volunteers:

1. Yearly Maintenance Schedule
2. Recommended Care/Cleaning List
3. Local Volunteer List (1 per Congregation)

Task Instruction Cards:

|  |  |
| --- | --- |
| 1. **General Maintenance** |  |
| a: Fall Cleanup |  |
| b. Regulatory & Safety |  |
| c. Spring Cleanup |  |
| 1. **Building Maintenance** |  |
| a) Carpets & Mats | f) Interior Chairs & Furniture |
| b) Doors, Bathroom Partitions, & Windows | g) Interior Inspection – General |
| c) Exterior & Structural Inspection | h) Pest Control Inspection |
| d) Fences & Gates | i) Roofs, Gutters, & Downspouts |
| e) Fire Protection | j) Storage and Shed Organization |
| 1. **Mechanical Maintenance** |  |
| 1. Drinking Fountains | d) Natural Gas/LPG |
| 1. HVAC Quarterly | e) Plumbing System |
| 1. HVAC System | f) Potable Water Supply |
| 1. **Civil Maintenance** |  |
| 1. Grading & Drainage | d) Septic & Sanitary Systems |
| 1. Irrigation System | e) Sump Pump |
| 1. Roads, Pavement, & Walkways |  |
| 1. **Electrical Maintenance** |  |
| 1. Electrical Distribution | b) Interior and Exterior Lighting |
| 1. **Equipment Maintenance** |  |
| 1. Appliances | c) Gas Powered Small Engine Service |
| 1. Cleaning Equipment | d) Ladders & Tools |
| 1. **Technical Maintenance** |  |
| 1. Audio/Video System | c) Security System |
| 1. Office Equipment | d) Task Instruction Template |