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| General Maintenance | | | | | Task: | Regulatory & Safety | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| * **Is a valid Certificate of Occupancy and/or Place of Public Assembly permit (if required) posted? (DC-96)**   **Regulatory (Include residences at facility)**   * Ensure that a valid certificate of occupancy is posted. (if required) * Check that the annual Fire Safety Inspection has been completed. (if applicable) * Ensure that the annual fire extinguisher inspection and certification is done by a qualified technician, and that monthly inspections are being done and recorded on the monthly tag. * If required by municipality, check that an approved Fire Safety Plan is in place. * Check that all yearly inspections for backflow preventers have been done by a qualified technician and reports submitted. * Check that elevator/lifting device is in good working condition and serviced as required by local regulations, with valid certificate. * Check that yearly stand-by generator certificate is valid. (if applicable)   **Safety**   * Check that all combustible materials, paint cans, fuel as well as gas operated tools are properly stored. * Check that cleaning products are properly labelled and stored. * Check MSDS/SDS (Material Safety Data Sheets/Safety Data Sheets) for all chemicals and controlled materials are up to date and accessible to all.   **Accounting & Property Ownership**   * Check that regular audits are completed. * Check that tax rebates are submitted. * Check that S111 Property Document Worksheet is completed by the title holding congregation. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |