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| General Maintenance | | | | | Task: | Spring Cleanup | | | | | |
| 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?** | | | | | | | | | | |
| * Check for vegetation near the buildings that needs to be trimmed back to prevent dampness from developing. * Check if any roots are causing damage to paths, roads or the building foundation. * Check the entire property for signs of soil erosion and ensure drainage channels are not being filled by natural soil movement. * Sweep/power-wash sidewalks, driveways and paved areas. * Check all culverts and swales from blockage, making sure that water drains properly. * Make sure vegetation is not growing over sidewalks or parking areas. * Remove bird/animal nests from areas where damage to buildings or structures could occur. * Inspect the trees for loose, rotted or dead limbs that could fall. Verify that there are no limbs that could fall onto the roof and that the trees are trimmed back and away from the building. * Check all exterior hose bibs. * Inspect any decorative landscape edging to confirm that it is in good condition. * Check the mulch condition – refresh annually or as needed. Verify that the mulch height is 4-6” below the sill plate of the building and that the grade allows for drainage away from the building. * Verify that bushes, hedges or small trees are well manicured and free of disease. * Repair lawn damage. * Apply spring fertilizer. (optional) | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |