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| Building Maintenance | | | | | Task: | Carpets & Mats | | | | | |
| 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: | | 6 Months | | 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?** | | | | | | | | | | |
| * Are entry floor mats in good condition without curled-up edges and fixed in a position so as not to slide around? (DC-96)   **Carpets**   * Make sure that floors are even and carpets are free of wrinkles. * Inspect carpet looking for tears, lifting of carpet along edges, bubbling of the carpet or significant wear (especially in high traffic areas). * Remove chairs if possible and clean the carpets using commercial grade carpet cleaners. Twice a year is recommended. * THOROUGHLY dry carpet with fans before re-setting chairs.   **Mats**   * Ensure that all mats are sufficient in size to remove moisture/dirt from shoes. * Clean the mats using commercial grade carpet cleaners. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |