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| Building Maintenance | | | | | Task: | Doors, Bathroom Partitions & Windows | | | | | |
| 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?** | | | | | | | | | | |
| * **Are glass doors, sidelights, and full-length windows shatterproof or of safety glass material?** **(DC-96)** * **Do exit doors operate easily with panic hardware (if required) that is never disconnected when the building is occupied? (DC-96)** * **Are all exits free of obstructions and marked with properly illuminated signs? (DC-96)**   **Doors**   * Verify operation of hinges, latches and locks on interior and exterior doors. If needed, lubricate push bars and hinges with grease using silicone-based or manufacturer recommended grease; do not use WD-40. * Verify that doors fitted with closers will self-close fully and lock. Adjust as necessary. * Inspect for broken glass, scratches in the finish, rust, loose or missing fixing screws, broken or damaged hardware. * Check condition of the caulking. * Inspect condition of paint and touch up as needed, using the appropriate color, sheen and paint type. * Inspect the condition of all seals.   **Bathroom Partitions**   * Verify operation of hinges and locks on all stall doors. Lubricate with a silicone-based aerosol spray, if required. * Check for scratches, rust and the general condition of the finish. When making repairs take care not to spoil the overall appearance of the doors. * Check that the doors do not hang or catch on the frames. * Check for rust on metal frame of partitioning.   **Windows**   * Check general appearance, condition and operation (if applicable) of windows. * Inspect screens for damage. * Inspect seals for damage or deterioration. * Check that the drain/weep holes are clear.   **Window Coverings**   * Check the condition of cords and the operation of lifting or tilting mechanisms.   **Window Security Bars**   * Check the bars for rust. * Ensure bars are fastened securely. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |