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| Building Maintenance | | | | | Task: | Interior Chairs & Furniture | | | | | |
| 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: | | | | |  | | |
|  | | | | | | |
| 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?** | | | | | | | | | | |
| **Upholstered (Auditorium) and Office Chairs**   * Inspect the metal structure and any anchor bolts for wear, damage or corrosion. * Inspect the upholstery for stains or damage. * Inspect mechanical operation of seat. It should move freely and return to its normal unused position. * Inspect the arm rests for wear, damage or looseness. * Inspect weld points for cracks or breaks.   **Wooden Chairs & Tables**   * Inspect chairs and tables for any damage or wear. * Ensure that the legs of chairs and tables are secure.   **Lectern**   * Inspect for any damage or wear. * Check operation of the adjusting knobs/levers.   Ensure that the lectern is stable and that any components are properly attached. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |