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| Building Maintenance | | | | | Task: | Storage & Shed Organization | | | | | |
| 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?** | | | | | | | | | | |
| **Please review the *Working Together Safely* (DC-82) booklet to determine the appropriate safety measures and personal protective equipment (PPE) that should be worn.**   * **Are electrical closets, mechanical rooms, and the attic free of combustible materials including gas-powered tools or equipment? (DC-96)** * **Is the storage of flammable paints or liquids kept to a minimum and in sealed metal containers? Confirm that no flammable cleaning fluids are being used or stored. (DC-96)** * **Are mops and “wet floor” signs on hand to care for spills or water brought in by footwear, for cleaning bathrooms, and other hard floor surfaces? (DC-96)** * **Are supplies and proper equipment on hand to keep walkways and parking areas free of ice and snow in cold weather? (DC-96)** * **Are cleaning compounds and other hazardous chemicals safely stored out of reach of young children? (DC-96)**      * Clean the room or shed removing any clutter and organize items so they are accessible. * Inspect shelving removing unused, outdated or no longer needed items. * Confirm shelving is in good condition and repair if needed. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |