

Facilities Maintenance Duties: QUICK REFERENCE GUIDE

CLASSIFICATION	FACILITIES DUTIES	DEPARTMENT ACTIONS
Preventative Maintenance (PM)	Maintain serviceability and repair of the following equipment: HVAC components, electrical components, plumbing system components, Detention hardware components, laundry equipment, emergency power generator equipment, elevator components, food service equipment, fire safety components.	No departmental level action needed. This is Facilities primary duty.
 Inspections	AED, fire extinguishers, emergency lighting, elevator, generator & ATS, flags	No departmental level action needed. This is Facilities primary duty.
 General Maintenance	Maintain & repair the following: Exterior building surfaces, roof systems, grounds, sidewalks, parking lots, fencing, yard drainage components, porches/patios, outdoor furniture, interior building surfaces, walls, flooring, ceiling systems, hand railing, cabinetry, shelving, wall hardware components, storage components, furniture components, interior/exterior facility signage.	Submit a Facility Dude new work order request with any general service requests.
 HVAC	Maintain and repair heating, cooling, ventilation & related systems equipment. Maintain and monitor building automation control systems. Manage contracted annual PM/repair service with outside vendor. Coordinate with outside vendors for system: Design, Replacement, Installs	Submit a Facility Dude new work order request with any HVAC issues.
 Electrical	Maintain and repair facility electrical distribution systems Coordinate with outside vendors for system: Design, Replacement, Installs.	Submit a Facility Dude new work order request with electrical/power supply issues.
 Lighting	Maintain and repair interior and exterior lighting fixtures. Maintain and repair emergency lighting/sign fixtures. Maintain and repair lighting control equipment and related systems.	Submit a Facility Dude new work order request with lighting issues.
 Generators	Inspect/test/maintain EM generator systems including the following: Combustion engine, electrical generator, fuel tank, automatic transfer switch and related disconnect panels/breakers. Manage contracted annual PM/repair service with State/outside vendor.	Submit a Facility Dude new work order request for emergency power issues.
 Plumbing	Maintain and repair facility potable water distribution systems. Maintain and repair facility waste water systems. Maintain and repair plumbing fixtures and related equipment. Coordinate with outside vendors for system: Design, Replacement, Installs.	Submit a Facility Dude new work order request with plumbing issues.
 Fire Safety	Inspect/test/repair fire safety systems including the following: Fire alarm systems, wet/dry fire suppression systems, kitchen hood extinguishers, hand held fire extinguishers. Manage contracted annual PM/repair service with fire safety vendor.	Submit a Facility Dude new work order request with any fire safety issues.

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 Elevator	<p>Respond to trouble issues and emergency entrapment. Manage contracted annual PM/repair service with State/outside vendor.</p>	<p>Submit a Facility Dude new work order request for any elevator issues.</p>
 Door & Hardware	<p>Maintain and repair door & hardware components, closers, locksets, hinges. Coordinate with outside vendors for door hardware, replacement, installs. Respond to trouble calls for garage doors, program remote openers. Manage contracted annual PM/repair service with garage door vendor. Rekey lock cylinders, duplicate keys, retain door key map records.</p>	<p>Submit a Facility Dude new work order request for door issues.</p>
 Kitchen Equipment	<p>Maintain and repair commercial kitchen equipment. Coordinate with outside vendors for repair, replacement, installs.</p>	<p>Submit a Facility Dude new work order request for any kitchen equipment issues.</p>
 Flag Pole	<p>Maintain/repair/replace flag poles, hardware, flags. Raising and lowering of flags (by order of the President or Governor) Coordinate with outside vendors for new installs & renovations.</p>	<p>Submit a Facility Dude new work order request for flag related issues.</p>
 Housekeeping	<p>Manage/schedule/inspect contracted custodial services. Manage janitorial supply, order, delivery, stock. Respond to emergency trouble issues.</p>	<p>Submit a Facility Dude new work order request for all custodial issues.</p>
 Pest Control	<p>Respond to trouble issues and emergency pest removal. Coordinate with exterminator vendor to treat for pests.</p>	<p>Submit a Facility Dude new work order request for all pest issues.</p>
 Moving	<p>Office Move</p>	<p>Submit/fill out an Office Move Request Form *Must be submitted 45 days in advance*</p>
 Moving	<p>Office FFE: file cabinets, desks, etc. (same office number)</p>	<p>Submit a Facility Dude new work order request.</p>
 Moving	<p>New office furniture, equipment</p>	<p>All new furniture and equipment must be assembled and installed by vendor.</p>
 Moving	<p>Old office furniture disposal.</p>	<p>Submit a Facility Dude new work order request *Must be submitted 30 days prior to the date FFE must be removed from office.*</p>
 Moving	<p>Event set-up and breakdown.</p>	<p>Submit a Facility Dude new work order request *Must be submitted 30 days prior to the date of the event*</p>