

Facilities Manager Report

November 2018

Working with M. Powell on the flooring schedule it is looking like the first part of December for the work to begin.

I have Developed outlines for the maintenance of the buildings. These are things that should be done Yearly, Quarterly, Monthly or as soon as possible. They are by no means complete and I will be adding to them as necessary. I will be including them with this report.

Mushroom festival, Art Quilt show and the Celtic Festival went great. Things will be a little slower for a couple of months with smaller events occurring. Our weekly schedule is going smoothly.

Respectfully Submitted

Heather Hoen

Commons Maintenance Outline

- Yearly
- Gutters cleaned and checked
- Pressure washing of the outside of the building
- Fire Alarm testing
- Doors, handles and locks checked and maintenance as needed
- Quarterly
- Filters on the heater units in all of the rooms cleaned
- Outside of the heater units checked for rust and cleaned as necessary
- Windows washed
- Cobwebs cleaned and knocked down
- Things that need to be done as soon as possible
- Floor in multi-purpose room replaced
- Fridge in Kitchen replaced
- Paint the outside of the building
- Replace damaged Barge rafters and trim

Pavilion Maintenance Plan

- Yearly
- Pressure wash inside and out
- Clean and check gutters
- Quarterly
- Windows washed
- Cobwebs and bird nests clean and removed
- Needs as soon as possible
- Bird netting

501 Maintenance Plan

- Yearly
- **Pressure Wash the outside of the building**
- **Clean and check gutters**
- **Have Fire alarm checked and serviced**
- Quarterly
- **Windows washed**
- **Filters on forced air**
- **Needs to be done as soon as possible**
- **Flooring in the majority of the building**
-