



## **EQUIPMENT REPAIR/ MAINTENANCE**

**AVAILABILITY REQUIREMENT:** Most repairs should be completed within one week. Repairs at school will need to be completed during the weekday hours of 7 AM to 6 PM, in accordance with our lease. Must be able to spend 15 minutes or more as needed, in the classroom on a weekly basis. Must be willing to organize all areas of the classroom. It helps if you been in the school for a year and have knowledge of how the classroom works.

### **A. GENERAL RESPONSIBILITIES:**

1. You are the basic classroom organizer; it is your responsibility to keep all areas of the classroom organized.
2. Do repair construction, and installation projects as directed by the teacher or the board within one week, if possible.
3. Check for safety of equipment, toys, furniture, fixtures, and playground equipment.
4. Maintain operability of all items: tighten nuts, bolts, and screws, order and install parts, and check for excessive wear and tear.
5. Inform teacher and Board of your observations and recommendations for action.
6. Need to be watchful and aware, willing to put in whatever effort is required, be a self-starter and self-reliant because there are no clear instructions on how to fix most of our equipment. It helps to be inclined toward this kind of work, handy and resourceful.
7. Ask for help if the assigned task is beyond your ability or knowledge. Owning appropriate tools and “fix-it skills” is required.
8. Projects should be done at minimum cost. Use the school's tax exempt number when making purchases. The president, treasurer, and supply coordinator hold tax exempt cards. Consult the job coordinator or treasurer about costly expenditures. Routine costs are borne by the jobholder. Keep receipts for approved expenditures to be turned in to the treasurer for reimbursement. Some items may be donated to the school by other members.
9. Keep the children in mind when completing projects. Is it safe for them given their physical stature and still developing coordination?

### **B. CHECKLIST BEFORE SCHOOL STARTS:**

1. Set up bulletin boards before school starts. Maintain neatness of the bulletin boards in the lobby area and change the borders seasonally if desired. Maintain the cleanliness of the lobby area, the bench, and the floor. In particular, remove leftover handouts, newspapers, etc.

Items that must be posted on the lobby's Bulletin Board are as follows:

- School Calendar
- Teachers' Schedule
- Job List
- Monthly Clean Schedule
- Co-Op Calendars (by Class)
- Snack Lists (by Class)
- Monthly Newsletter



2. Set up the folder box before school starts. Membership Coordinator can provide the list of names for each folder divided by class. Add folders for new members over the course of the school year. The Membership Coordinator will inform of any new members.
3. Ensure that there is a large bin located near the cubby area for misplaced school items as soon as school begins in September. Put away all items in this bin on a weekly basis. If you have any questions about items, ask teachers for guidance. If items are continuously filling up the bin, ask class chairs to instruct class members to take more time in finding appropriate places for objects.
4. Locate the school's recycling container and make sure it is available for the start of school in September.

**C. REGULAR ITEMS FOR MAINTENANCE:**

1. Sweep covered porch in the back of the preschool one time each week, keeping free of debris. It might be necessary to sweep more than once a week during seasons when additional debris collects (example, leaves in the Fall). Also, clean pine cones, branches, and leaves out of the sand box (use a rake if available).
2. Steam clean carpets twice a year or as requested. Steam clean the bench once a year. If you do not own a steam cleaner please ask someone in membership to borrow their equipment. Do not purchase a steam cleaner.
3. Take down the window blinds for washing and scrubbing once a year. Window blinds can then be lightly dusted if needed.
4. Check dry-erase board on a regular basis for repair requests that have been made.
5. In the event that the recycling is not picked up at the school, at least once per week (or as needed), take the contents of the recycling container home to recycle at your home address. If this is not convenient, ask the President to assign someone to take home the recycling.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

Revisions:  
02/2015 MLDG