

## **EQUIPMENT REPAIR/ MAINTENANCE/RECYCLING**

**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. Do repair, construction, and installation projects as directed by the teacher or the board within one week, if possible. 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.
2. Check for safety of equipment, toys, furniture, fixtures, and playground equipment. Maintain operability of all items: tighten nuts, bolts, and screws, order and install parts, and check for excessive wear and tear.
3. Inform teachers and Board of your observations and recommendations for action. Ask for help if the assigned task is beyond your ability or knowledge. Owning appropriate tools and “fix-it skills” is required.
4. 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.
5. Keep the children in mind when completing projects. Is it safe for them given their physical stature and still developing coordination?
6. In addition to equipment maintenance there are a few heavier cleaning items you will be responsible for, steam cleaning carpets and weekly recycling. It is recommended you live in Howard County for the recycling aspect of this job.

### **CHECKLIST BEFORE SCHOOL STARTS:**

1. Check with teachers and the board if there are any repairs that need to be done before school starts. You can email the administrative liaison on the board or the job coordinator with questions. Find out the date and time for returning the items to the school.
2. Locate the school’s recycling container and make sure it is available for the start of school.



**B. REGULAR ITEMS FOR MAINTENANCE:**

1. Routinely check for safety of equipment, toys, furniture, fixtures, and playground equipment. Maintain operability of all items: tighten nuts, bolts, and screws, order and install parts, and check for excessive wear and tear. During monthly clean is a recommended time to routinely check, or before or after school once a month.
2. Steam clean carpets quarterly (first steam before start of school year), August, November, February, and May. There may be times the teachers' or the Monthly Clean Assistant requests you clean the carpets due to classroom illnesses. Steam clean the bench once a year (before school year starts). If you do not own a steam cleaner please ask someone in membership to borrow their equipment. Do not purchase a steam cleaner.
3. Empty the recycle bin weekly or as needed at your home address. If you will be absent from the school for more than a few days please arrange to have someone else empty the recycle bin.
4. Check dry-erase board on a regular basis for repair requests that have been made. Check in with teachers occasionally and ask them if there is anything they think might need repairs soon. Quarterly might be a good time or at the least at the mandatory General meetings.

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:  
03/2017 MJV