



HEAD CUSTODIAN

SCHOOL BUILDING/CAMPUS

MINOR REPAIR ROUTINE MAINTENANCE

COMMON LIST (no particular order)

- 1) Touch-up painting
- 2) Tighten loose door handle and toilet seat covers
- 3) Adjust door closure setting (speed/ resistance)
- 4) Adjust water flow setting on drinking water bubbler
- 5) Clear and replace compromised toilet valve diaphragm
- 6) Replace leaking washer on faucet
- 7) Re-caulk counter-top and/or back-splash seams
- 8) Re-glue band/trim on *Formica* covered case-work (furnishing)
- 9) Re-glue cove-base molding
- 10) Change timer setting on parking lot lighting system
- 11) Silence and re-set fire alarm system
- 12) Install replacement screen-fabric and spline into existing accessible screen panel
- 13) Replace accessible AC filters
- 14) Replace damaged/compromised landscaping irrigation sprinkler-head
- 15) Trim accessible landscaping tree/shrub foliage away from school building (w/in 12' from floor ground)
- 16) Clear rain gutters and down-spouts (w/in 12' from floor level)
- 17) Sweep/ vacuum elevator tracks
- 18) Light/lamp replacement (w/in 12' from floor level)