

Maintenance Team Training #1

Business

- I. Introductions
- II. Toolbox Check-Out
 - A. *Toolbox Policy & Check-Out Form*
 - B. *Toolbox Contents Inventory*
- III. Attendance & Charge Account Buyers List Set-Up
- IV. Keypad Programming Codes

Training – “Navigating the Co-op Maintenance System”

www.icc.coop/maintenance

- I. ICC Structure
 - A. *Maint Structure*
 - 1. Staff
 - 2. Maintenance Team
 - 3. Facilities Management Committee
 - B. *Annual Maint vs. Major Maint*
 - C. *Maint Policy*
 - 1. Maint Policy Manual
 - 2. ICC Standing Rules
 - 3. A2 City Housing Code
 - D. *Housing Inspections*
- II. Maint Managers
 - A. *RFA System*
 - 1. Gather info & be descriptive
 - 2. Report promptly; don't wait till the end of the week
 - B. *Maint Manager Role*
 - C. *Working as a Community*
- III. Physical Resources
 - A. *Tools*
 - B. *Charge Accounts & Contractors*
 - C. *Funding Guide*
- IV. Informational Resources
 - A. *How-To & Trainings*
 - B. *House Info*
 - C. *Work Holiday Projects*
- V. Recap – “Maintenance Scenarios”

Homework

- I. Set-Up In-House Maint Request System
- II. House Keypad Code Change
 - A. *Coordinate code change with house*
 - B. *Report new user code*
- III. Work Holiday Preparation
 - A. *Coordinate with work manager*
 - B. *Refer to maintenance website project list*
 - C. *Plan out projects & gather supplies in advance*
- IV. Locate All “House Info” Items First-Hand (Listed on Maint Website)
 - A. *Fire Panel*
 - B. *Gas Main*
 - C. *Water Main*
 - D. *Breaker Panels & Fuse Boxes*
 - E. *Heat System Controls*