

Appendix A

Southfield Public Schools Cleaning Standards & Frequencies including Summer Cleaning

Job Descriptions: Day and Night Custodian, General Maintenance Worker and Supervisor, HVAC Helper, Painter, Swimming Pool Operator

Cleaning Standards and Frequencies:

Definitions: The following definitions will be considered the minimum acceptable standard for the activities performed under this Contract.

A. Wet Mopping and Scrubbing

1. The floors shall be properly prepared, thoroughly swept to remove all loose dirt and debris, gum, tar and other foreign substances.
2. Upon completion of wet mopping or scrubbing, the floor shall be clean, free of dirt, stains, spills, mars, mop marks, and properly rinsed and dry mopped to present a clean appearance.
3. All surfaces shall be dry with corners, cracks, and splice joints clean. Cove base, walls, furniture, doors, etc., shall be wiped clean to remove any streaks or splashes.
4. Germicidal disinfectant cleaner shall be used on all restroom, floors, walls, partitions, fixtures and equipment when cleaning.

B. Floor Finishing and Buffing

1. Floor finish shall be applied in a thin, even coat. The number of coats applied will depend on the use and condition of the floor but in no case will be less than two coats be applied.
2. At the stated frequencies, floors shall be wet mopped and buffed between regular floor finishing operations. The floor shall be properly swept free of all loose dirt prior to mopping.
3. Upon completion of wet mopping, the floor shall be clean and free of dirt, water streaks, mop marks and properly rinsed, and dry mopped to present a clean appearance.
4. All surfaces shall be dry with corners, cracks, and splice joints clean after wet mopping.
5. The floor area will be machine spray buffed to restore the gloss to the floor. Finish floor as necessary to restore floor to clean, bright appearance. Do not allow floor finish buildup at edges or corners and blend floor finish into existing floor finish leaving no demarcation line between the two.

C. Stripping and Sealing

1. There shall be complete removal of all dirt, old floor finish and other substances in returning floor to its original surface. All corners, edges, cracks, splice joints and around other floor mounted appurtenances shall be completely cleaned.
2. A minimum of four (4) coats of appropriate floor finish shall be applied with caution to prevent streaking or bleaching of the floor surface. This application shall be applied in accordance with the manufacturer's recommendation and shall be compatible with the floor finish to be used.

D. Carpet Shampooing

All carpets shall be thoroughly cleaned twice (2) per year, by the contractor using steam-water extraction method with water pick up capable of reducing remaining water to a minimum of 10 percent (10%) by weight moisture content.

CONTRACTOR SHALL PROVIDE THE Facilities Manager WITH A WRITTEN SCHEDULE OF AREAS TO BE CLEANED BY (DATE) AND (DATE) OF EACH YEAR.

Prior to cleaning all floors, all severe spots and stains shall be removed so as to present a uniform appearance after cleaning. Contractor is responsible for removing furniture prior to cleaning and replacing furniture to original location after cleaning and carpeting has dried.

E. Rugs/Mats, Carpets, and Upholstery

1. After vacuuming, all rugs/mats and carpets shall be free from dust balls, dirt and other debris. All areas not reached by vacuum, shall be hand cleaned using appropriate cleaning equipment.
2. Soft upholstery shall be free of all lint, dust and other debris. Fabric or nap shall not be damaged by cleaning procedure.

F. Dusting

1. Dusting residue shall not be moved from spot to spot but removed directly from the area in which it lies by the most effective means appropriate; treated dusting cloths, hand duster or vacuum tools.

2. There shall be no dust streaks remaining on any surface, including corners, ledges, shelves, molding, etc.
3. There shall be no oils, spots, smudges, or residue from dusting aids on dusted surfaces.

G. Damp Wiping

This task consists of using a clean, damp cloth or sponge to remove all dirt spots, streaks from walls, glass or other specified surfaces, and then drying to provide a polished appearance.

H. Furniture Upkeep

1. Desks, files, tables, cabinets, etc., shall be kept free of fingerprints, stains, smudges, etc. Chrome legs and edgings shall be cleaned free of marks and polished to a bright appearance.
2. Water fountains shall be disinfected with germicidal disinfectant cleaner; the chrome, stainless steel and cabinets polished to a clean, bright appearance.
3. Elevators shall be kept polished to a clean, bright appearance and free of fingerprints, stains, smudges, etc.

I. Monthly Tasks

Tasks which are to be completed in their entirety each month. The Contractor is expected to work on part of these tasks daily.

J. Quarterly Tasks

Tasks which are to be completed in their entirety four (4) times per year, once each quarter. Contractor is expected to work on part of these tasks daily.

K. Semi-Annual Tasks

Tasks which are to be completed each six (6) months. Contractor is expected to work on these activities each week so as to complete them at the conclusion of each six (6) month period.

L. Annual Tasks

To be completed in their entirety one (1) time per year. Contractor is expected to work on these activities in an ongoing fashion throughout the year.

CUSTODIAL CLEANING TASK AND FREQUENCY SCHEDULE

1. OFFICE/CLERICAL, AUDITORIUM, LIBRARY, MEETING ROOMS, AND CLASSROOM AREAS:

A. Daily Cleaning

1. Empty and reline all wastebaskets with plastic liners.
2. Vacuum all traffic areas and any obvious soil in area. Clean and remove all spots, stains, etc. from carpeting.
3. Clean horizontal surfaces of all furniture, ledges, and window sills.
4. Spot clean furniture, walls, partition glass, wall, switch plates and door hardware.
5. Dust mop and damp mop hard surface floors.
6. Clean and disinfect telephones.
7. Sinks shall be cleaned and wiped free of all water marks.
8. Clean and refill paper towel/soap dispensers as necessary.
9. Clean whiteboards unless save is written on it.
10. Setup meeting rooms, opening/closing wall(s) dividers, wiping off tables and straighten up chairs/tables.

B. Weekly Cleaning

1. Vacuum all carpets thoroughly on a five-night rotation.
2. Dust and damp wipe vertical surfaces of all furniture.
3. Dust and damp wipe all ledges and window sills.
4. Wash or polish all desk tops that are cleared of work papers.
5. Spray buff resilient tile floors on a five night rotation.
6. Thoroughly clean interior glass.
7. High dust ceilings including vents and walls.
8. Dust computer monitors.
9. Clean and remove all debris from roof and roof drains.

C. Monthly Cleaning

1. Vacuum upholstered furniture and cushions.
2. Wash and dry vents and light fixtures.
3. Pile lift if carpeted area.

D. Semi-Annually Cleaning

1. Strip and refinish all resilient tile floors. Apply minimum of two (2) coats floor finish.
2. Shampoo carpet.

2. RESTROOMS

A. Daily Cleaning

1. Floors shall be swept and wet mopped with germicidal disinfectant cleaner.
2. Stools, seats, and urinals shall be thoroughly washed inside and out with a germicidal disinfectant cleaner. Seat shall be left in a raised position. Wash basins shall be cleaned and wiped free of all water marks. All mirrors, shelves, chrome fixtures, pipes and dispensers shall be damp wiped and wiped dry. Special attention shall be given to floors around toilets and urinals, for elimination of odors and stains to provide a uniformly clean and sanitary appearance throughout.
3. Empty and clean all trash containers using germicidal disinfectant cleaner prior to relining with plastic liners.
4. Clean all furniture using germicidal disinfectant cleaner.
5. Empty and disinfect all sanitary napkin receptacles with germicidal disinfectant cleaner. Reline with wax bag.
6. Wash and wipe dry all paper dispensers using germicidal disinfectant cleaner.
7. Replenish all paper toweling, toilet tissue, feminine sanitary products and hand soap. Contractor shall replenish and maintain an adequate supply of these items at all times.
8. Dust window sills, ledges, grills, and partitions, etc. Spot clean with germicidal disinfectant cleaner wall surfaces, partitions, and doors. Splashes about lavatories and urinals shall be removed. Switch plates, door push plates, and kick plates shall be maintained in a polished condition.
9. Floor traps shall be maintained free of odor.

B. Weekly Cleaning

1. Toilet partitions, doors, walls, sills, and ledges shall be completely cleaned with a germicidal disinfectant cleaner not harmful to the surface.
2. Fill floor traps with water/disinfectant solution.
3. De-scale toilets and urinals.

C. Monthly Cleaning

1. Machine scrub and wet vac floors using germicidal disinfectant cleaner.
2. Wash and dry vents and light fixtures

D. Semi-Annual Cleaning

Strip and refinish resilient tile floors. Apply minimum of two (2) coats of sealer and floor finish.

3. HALLWAYS, CORRIDORS, LOBBIES, AND ENTRANCES

A. Daily Cleaning

1. Floors shall be dust mopped and wet mopped.
2. Floors to be maintained to a high gloss and uniform appearance. Obvious scuff marks and/or floor damage to be repaired utilizing spot floor restoring or spray buff method.
3. Clean all interior and entrance glass.
4. Clean and disinfect telephones.
5. Clean and disinfect water fountains.
6. Clean and polish elevators.
7. All displays, pictures, lockers, and furniture to be cleaned. Vinyl furniture to be damp wiped.
8. Vacuum all rugs/mats and carpeting. Clean and remove all spots, stains, etc., from carpeting and furniture.
9. Remove all litter and debris from exterior entrance approach (front, rear and sides). Empty and reline all trash containers in areas with plastic liners.
10. Empty and reline all wastebaskets with plastic liners.

B. Weekly Cleaning

1. Floors shall be wet mopped, scrubbed, refinished, and spray buffed to create a uniform and high gloss appearance free of any scuff marks, abrasions, etc.

2. Shampoo rugs/mats.
3. Machine scrub and wet vac tile floors.

C. Monthly Cleaning

1. Vacuum upholstered furniture and cushions.
2. Pile lift where carpeted.
3. Wash and dry vents and light fixtures.

D. Semi-Annually Cleaned

1. Strip and refinish all resilient tile/vinyl sheet floors using a minimum of two coats of floor finish.
2. Shampoo carpet.

4. DINING/CAFETERIA AND KITCHEN AREAS

A. Daily Cleaned

1. Dust mop tile floor.
2. Damp mop floor with germicidal disinfectant solution.
3. Vacuum all traffic areas and any obvious soil in area. Clean and remove all spots, stains, etc., from carpeting.
4. Floors to be maintained to a high gloss and uniform appearance. Obvious scuff marks and/or floor damage to be repaired utilizing spot floor restoring or spray buff method.
5. Clean horizontal surfaces, ledges, window sills, etc., with germicidal disinfectant cleaner.
6. Spot clean exterior of stoves, vending machines, refrigerators, microwaves, cabinets, coffee machines and interior door glass with germicidal disinfectant cleaner.
7. Thoroughly wash and scrub sinks and fixtures and sanitize with germicidal disinfectant cleaner.
8. Dust and damp wipe all furniture tables, chairs, and tops utilizing germicidal disinfectant cleaner.
9. Empty and clean all waste containers using germicidal disinfectant cleaner prior to relining with plastic liners.
10. Clean and refill paper towel dispensers using germicidal disinfectant cleaner.

B. Weekly Cleaning

1. Floor shall be wet mopped, scrubbed, refinished, and/or spray buffed to create a uniform and high gloss appearance free of any scuff marks, abrasions, etc.
2. Vacuum all carpeting thoroughly.
3. Empty and clean interior of refrigerators utilizing germicidal disinfectant cleaner.
4. Clean table and chair legs thoroughly on a five-night rotation.

C. Monthly Cleaning

1. Vacuum upholstered furniture and cushions.
2. Wash and dry vents and light fixtures.

D. Semi-Annually Cleaning

1. Strip and refinish tile floor. Apply a minimum of four (4) coats of floor finish.
2. Shampoo carpeting.

5. BLINDS THROUGHOUT BUILDING

A. Weekly Cleaning

Dust all blinds on a rotation basis.

B. Quarterly Cleaning

Thoroughly clean all blinds on a rotation basis, taking care not to break or damage fastenings.

6. DOOR KICK PLATES THROUGHOUT BUILDING

Weekly Cleaning - Clean thoroughly eliminating all scuff marks, etc.

7. CUSTODIAL CLOSET

A. Daily Cleaning

1. Empty, clean, and reline all waste containers with plastic liners.
2. Dust mop and damp mop floor.
3. Clean service sinks.
4. Place all supplies in the proper location.
5. Clean all equipment and store in proper locatio

B. Weekly Cleaning

1. Scour service sinks inside and out.
2. Spot clean walls, doors, frames, etc.
3. Wet mop with disinfectant solution.
4. Spray buff floor.
5. Clean and refill paper towel dispensers.

8.COMPUTER ROOMS

A. Daily Cleaning

1. Empty and reline all wastebaskets with plastic liners.
2. Clean and disinfect telephones.
3. Clean horizontal surfaces of all furniture, ledges, window sills, and equipment (extreme care/caution shall be exercised when cleaning surfaces to ensure that computer equipment operation is not interrupted, moved, or changed). Feather dust equipment only.
4. Spot clean furniture, walls, carpeting, partition glass, wall switch plates, and door hardware.
5. Dust mop and damp mop (as needed) computer floor. (Extreme caution shall be exercised when damp mopping to ensure that excessive mop water does not leak on to subfloor and wiring).

B. Weekly Cleaning

1. Dust and damp wipe vertical surfaces of all furniture. Feather dust equipment.
2. Dust and damp wipe all ledges and window sills.
3. Wash or polish all desktops that are cleared of work papers.
4. Clean chalkboards and whiteboards (unless in use).
5. High dust ceilings, including vents and walls.
6. Damp mop and buff floor (Extreme caution shall be exercised when damp mopping to ensure that excessive mop water does not leak on to subfloor and wiring.)

C. Monthly Cleaning

1. Vacuum upholstered chairs and cushions.
2. Wash and dry vents and light fixtures.
3. Wash and dry all interior glass.

9.STAIRWELLS AND ELEVATORS

A. Daily Cleaned

1. Dust mop and damp mop hard surface floors.
2. Clean elevator threshold (tracks).
3. Dust stairwell railings as needed.

B. Weekly Cleaning

1. Clean and polish metal and sills.
2. Dust ledges.

C. Monthly Cleaning

1. Wipe clean stairwell doors and door jambs.
2. Wet mop stairs, stair landings and clean baseboards.
3. Dust and clean lights, vents and fixtures.
4. Test emergency lighting and phone.

D. Semi-Annually Cleaning

Strip and refinish all resilient tile floors. Apply minimum of two (2) coats floor finish.

10. TRASH REMOVAL

The trash is to be removed on a daily basis from the building to a dumpster/trash disposal area.

11. RECYCLE PAPER

In buildings that are in a recycle program recycle paper is to be removed on a daily basis from centrally located containers to a dumpster/recycle disposal area located on the site at the rear of the building.

12. MAIL SERVICE

One custodian shall be assigned to the JWE Administration Building to perform daily delivery of interschool mail. Pickup and delivery of school mail between school buildings and the local MEA office is required every day during the school year. During the summer months the mail route is reduced.

Southfield Public Schools Summer Cleaning Standards:

Summer Cleaning Standards: All cleaning is to be performed from top to bottom.

A. Classrooms / Offices Cleaning

1. Make a diagram of room, to insure that all furniture, supplies and equipment are put back in the correct locations. Classroom cleaning includes all adjoining offices, mudrooms, prep rooms, closets, etc. 2. Clean all furniture (desks, files, tables, cabinets, etc., shall be kept free of fingerprints, stains, smudges, gum, etc.). Chrome legs and edgings shall be cleaned free of marks and polished to a bright appearance.
2. Shampoo any and all furniture.
3. Remove all furniture after being cleaned and place in the hall. (Or, remove furniture and clean same in the hall.)
4. Open and replace all burned out light bulbs.
5. Clean all light covers.
6. Clean/dust ceiling
7. Replace all damaged ceiling tiles.
8. Clean all walls, including all baseboards.
9. Baseboard should be cleaned of scuff marks, excess floor finish, etc.
10. Clean switch plates and door hardware.
11. Clean whiteboards/blackboards
12. Clean all blinds.
13. Clean all ledges and window sills.
14. Clean all glass.
15. Open and clean out all un-vents.
16. Replace all air filters.
17. Clean and disinfect telephones
18. Clean all sinks
19. Deep clean all restrooms.
20. Clean and refill paper towel/soap dispensers
21. Steam clean all wastebaskets and reline with plastic liners.

B. Strip and Refinish

1. Strip and refinish all floors as need.

C. Shampooing

1. Shampoo all carpeting.
2. Shampoo all rugs and mats

D. Restrooms Deep Cleaning

1. Deep clean all restroom throughout the building.

E. Hallways Deep Cleaning

F. Lockers Deep Cleaning

1. Clean all lockers inside and out.
2. Re-set lockers combination.

G. Deep Cleaning Kitchen

1. Clean all hood vents, inside and out.
2. Clean all hood vent filters.
3. Clean out all grease traps.
4. Scrub or refinish floor.

H. Clean Blinds throughout the Building

I. Clean Doors and Door Kick Plates throughout the Building

J. Deep Clean All Custodial Closets

1. Clean ceiling, walls, doors, frames, etc.
2. Place all supplies in the proper location.
3. Clean all equipment and store in proper location.
4. Scour service sinks inside and out.
5. Refinish floor.

K. Elevators

1. Clean elevator threshold (tracks).
2. Clean and polish metal and sills.
3. Strip and refinish floors.

L. Stairwells

1. Clean ceiling and walls
2. Clean lights, vents and fixtures.
3. Clean stairwell railings.
4. Clean all ledges.
5. Clean baseboards.
6. Strip and refinish all floors.

M. Filter Change

1. Change all filter throughout the building.

O. Building Exterior

1. Roof
 - a. Check Roof vents.
 - b. Check Roof vents motors.
 - c. Make sure all roof drains are free from debris.
2. Outside Windows
 - a. Clean all outside windows.
3. Grounds
 - a. Regularly pick up litter, sticks, debris from beds, walks, drives, lawn, play areas and parking lots.

P. Miscellaneous

1. Check and clean all gutters.
2. Check and clean all downspouts.
3. Check and clean all splash blocks.
4. Check and clean all covered walkways.
5. Check and clean all catch basin grates for accumulation of trash, etc.
6. Immediately report any and all problems that may cause damage to the areas.
7. Check operating and cleaning boilers and pumps.
8. Change all air circulation belts.
9. Change outlets and switches as needed.
10. Replace small sections of floor tile.
11. Boiler cleaning (this is scheduled by our HVAC technicians, but if asked, custodian will be required to assist.)
12. Clean Fresh air supply and return (diffuser/grill).

Job Descriptions: Day and Night Custodian

QUALIFICATIONS:

1. Ability to follow oral and written instructions.
2. Able to accomplish tasks which require physical strength over a long period of time.
3. Basic knowledge of cleaning methods, materials and equipment and procedures.
4. Basic knowledge of the operation of lawn care equipment, (i.e. mower and string trimmer).

RESPONSIBILITIES (Include but not limited to):

1. To perform all tasks with the safety and well-being of the students in mind. Careless, sloppy or unsafe work practices will not be tolerated for this reason. Custodial personnel must always conduct themselves in a professional manner. Intimidation, harassment or abuse of any kind toward a student will be dealt with quickly and severely. Custodians are encouraged to be friendly and helpful however they should refrain from unnecessary fraternization with student, staff or faculty.
2. Perform all duties in accordance with applicable safety requirements. This primarily affects the operation of equipment and use of cleaning chemicals. Should a question arise concerning the safe use of equipment or chemicals it is the custodian's responsibility to seek assistance prior to their use.
3. Assist in receiving, storing and distributing school supplies and equipment as needed or directed. Keep all storage areas neat and clean and arranged in an orderly manner at all times.
4. Keep all stairwells, halls, boiler rooms, and walkways free of furniture, equipment, etc.
5. Clean all classrooms thoroughly. Classroom cleaning will include a combination of the following: removing trash, dusting furniture and equipment, emptying pencil sharpeners, cleaning marker boards and trays, sweeping and mopping floors and polishing metal fixtures.
6. Follow proper procedure and developed work schedules for scrubbing, stripping, waxing, and buffing of resilient classroom floors and corridors in accordance.
7. Follow proper procedures and developed work schedules for extracting, bonneting, spot cleaning and vacuuming carpeted areas.
8. Clean all restrooms daily. Each restroom should be checked several times daily to provide clean restroom facilities. All toilet fixtures and floors will be cleaned and disinfected daily. An adequate supply of toilet tissue, paper towels and soap will be available in all restrooms at all times.
9. Office and staff and special purpose areas, (i.e. health rooms, guidance, lounge, etc.) will be cleaned daily.
10. School grounds will be checked daily to remove trash, rocks, sticks, bottles, cans, and other items that could become a safety hazard or detract from the general appearance of the school.
11. The grass will be maintained, (i.e. cut, raked, trimmed, etc.) inside of sidewalks or within 300 feet of the building. Custodians will coordinate with grounds personnel to insure all areas of the school grounds are being maintained.
12. School buildings will be secured after school hours, holidays and weekends unless otherwise directed by the principal.
13. Replace all burned out light bulbs, tubes, air filters, and damaged ceiling tiles as needed or as directed, as quickly as possible.
14. Report all equipment failures, damage to school furniture or building, etc. to the lead custodian.
15. Routinely checks all gutters, downspouts, splash blocks, covered walkways, and catch basin grates for accumulation of trash, rocks, bottles or anything that may cause drainage problems and immediately cleans any effected areas.
16. Remove all snow and ice from steps and walks prior to student's arrival. This may require schedule adjustments as deemed necessary. Custodian will be responsible for clearing snow and ice, and for distributing ice-melt around doorway entrances and on all sidewalks on District property. When snow continues to fall after the District snow removal crew has plowed, custodial staff may be required to clear sidewalks leading to the building entrances as needed to assure maximum safety for building users. Where available; assigned staff will be responsible for operation of powered snow removal equipment.
17. Immediately correct situations deemed an emergency by the principal or head custodian.
18. Maintain interior courtyards of buildings with interior courtyards. This includes mowing, weeding, and trash & leaf pickup.
19. Custodian assigned to the J.W.E. Administration Building delivers and picks up inter-school mail to all District Buildings each day. The District provides a vehicle. This task takes approximately 4 hours per day. Interschool mail service is required in the summer months at a reduced schedule.
20. Other duties as assigned.

Job Description: General Maintenance Worker and Leader

QUALIFICATIONS:

1. Ability to follow oral and written instructions.
2. Able to accomplish task which require physical strength over a long period of time.
3. Basic knowledge of cleaning methods, materials, equipment and procedures.
4. Basic knowledge of the operation of lawn care equipment, (i.e. mower and string trimmer).
5. Valid driver's license and good driving record. Note: District will supply vehicle.
6. Stamina to perform tasks that involve frequent bending, stooping, climbing and heavy lifting.
7. Basic knowledge to perform routine plumbing, electrical, heating and air-conditioning repairs.

RESPONSIBILITIES:

1. Assist District skilled trades worker as a helper in electrical, carpentry, plumbing, HVAC.
2. Tree care using District-owned and maintained tree-trimming equipment, saws, etc.
3. Snow removal using District-owned and maintained trucks, plows, shovels, etc. at closed district buildings.
4. Furniture and supplies delivery using District-owned and maintained trucks and moving equipment.
5. Minor door and door hardware repair/replacement.
6. Minor window and window frame repair/replacement.
7. Minor carpentry including wall framing, bathroom partition replacement/repair, molding installation, shelf repair, build partitions, etc.
8. Asphalt patching/repair.
9. Bulletin board removal, replacement or repair.
10. Cleaning and caring for tools and equipment.
11. Miscellaneous duties including plaster or drywall repairs, carpet repair, minor floor, roof repair, minor electrical repair, minor plumbing repair, i.e. unclog drains.
12. Inspect and diagnose problems and determine the best way to correct them, frequently checking blueprints, repair manuals, and parts catalogs. Use common hand and power tools such as screwdrivers, saws, drills, wrenches, and hammers, as well as specialized equipment and electronic testing devices.
13. Perform routine preventative maintenance on machines and building systems. Follow a checklist to assist the District's skilled trades staff, and inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions. Maintain records.
14. Report to duty as called during emergency situations, such as snow or weather-related conditions. Day or afternoon shift work may be required.
15. Use district work order system, School Dude, enter and close work orders in system.
16. Closed building upkeep.
17. General Maintenance Leader: assist Facilities Manager with daily assignment of job tasks, pull district work orders from SchoolDude system and input completion of tasks into system.
18. Other duties as assigned.

Job Description: HVAC Helper

QUALIFICATIONS:

1. Ability to follow oral and written instructions.
2. Able to accomplish tasks which require physical strength over a long period of time.
3. Basic knowledge of cleaning methods, materials and equipment and procedures.
4. Adhere to all health and safety precautions

REQUIREMENTS:

1. High school diploma or G.E.D. equivalent
2. Two to five years of experience in a similar job profile
3. Must have mechanical skills by nature (works well with hands and understands how things work)
4. Willingness to take instruction and learn the trade is preferred
5. The ability to withstand long hours, weather, and very physical work

RESPONSIBILITIES (Include but not limited to):

1. Assist District Heating and Cooling Maintenance Personnel
2. Power vacuuming of furnace systems
3. Filter replacement
4. Performs preventive maintenance and minor repairs for various HVAC systems
5. Lifts/moves heavy objects, climbs ladders, and works at heights
6. Take and adhere to all health and safety precautions
7. Operate associated equipment and other related duties as assigned
8. Other duties as assigned.

Job Description: Painter

QUALIFICATIONS:

1. Ability to follow oral and written instructions.
2. Able to accomplish tasks which require physical strength over a long period of time.
3. Basic knowledge of cleaning methods, materials and equipment and procedures.

REQUIREMENTS:

1. Proven experience as a painter
2. Excellent knowledge of painting material and how to select, mix, and apply them
3. Solid knowledge of commercial and/or construction painting techniques
4. Aptitude in using appropriate tools (brushes, caulking guns etc.)
5. Good basic math skills
6. Manual dexterity with excellent balance to work on scaffolding, ladders, etc.
7. Conscientious with great attention to detail
8. High school diploma or G.E.D. equivalent; successful completion of an apprenticeship

RESPONSIBILITIES (Include but not limited to):

1. Read blueprints / instructions and examine surfaces to determine the kind and amount of work necessary
2. Make on-site preparations such as building scaffolding, covering fixtures etc.
3. Prepare walls and other surfaces for painting by scraping, using sandpaper, removing old paint etc.
4. Fill cracks and holes with appropriate material (e.g. plaster)
5. Mix paint and other materials to prepare the right color or texture
6. Paint surfaces according to instructions with various tools
7. Apply varnish and other finishes
8. Take and adhere to all health and safety precautions
9. Other duties as assigned.

Job Description: Swimming Pool Operator

QUALIFICATIONS:

1. Good knowledge of life, safety, and health codes for public swimming pools; safety procedures for storing, handling, and using toxic chemicals
2. Experience maintaining and repairing commercial swimming pool mechanical equipment including water intake, outlet, and filtration systems;
3. Experience operating a water regulating, filtration, and purification system in a public swimming pool
4. Using hand tools associated with plumbing and electrical trades and pool maintenance

REQUIREMENTS:

1. Must possess adequate vision to distinguish colors and shades of color
2. Possess or obtain within one year of appointment a valid State of Michigan Pool Operator's Certificate
3. Possess or obtain within six months of appointment a Standard First Aid and CPR/AED Certificate

RESPONSIBILITIES (Include but not limited to):

Maintenance/Operation

1. Operates, repairs, maintains, and cleans mechanical equipment for pool operation including water filtration and chemical purification systems, intake and outlet valves, chemical feeders, pumps, compressors, seals, vacuum equipment, and chlorine metering devices; regulates water temperature and levels;
2. Determines and implements preventive maintenance program for pool operation; operates and maintains pool boiler system and participates in major repairs
3. Restarts, reflags, and resets pilot and electrical boiler system and system alarms; insures non-mechanical pool equipment meets code specifications: coordinates walk-through inspections of pool facilities and takes necessary corrective action
4. Oversees shut down for annual and emergency maintenance procedures; monitors building operations and insures sanitation codes are met: stores toxic chemicals; sanitizes swim decks and acid-washes pool, decks, gutters, and filters; vacuums pool floors; replaces underwater lights.

Safety

1. Submits water samples for health department testing; tests and maintains pool chemical levels; tests and services safety equipment; administers first aid, CPR and automated external defibrillation (AED) when necessary; complies with health and safety codes.