

Job Description - Manager of Firehouse Community Center Complex

Description of Activity	Frequency	
Training/community room		
Vacuum room	as needed	
Clean bathrooms	monthly	
Clean kitchen, including floor	monthly	
Make sure Internet extender is working	monthly	
Vacuum drapes and pictures	yearly	
Shampoo carpet and spot clean	as needed	
Keep key inventory up to date	as needed	
Coordinate use of training/community room	as needed	
Exercise room		
Vacuum floor	as needed	
Disinfect equipment	as needed	
Monitor who is using room, have they sign release?	as needed	
Building		
Add chlorine to water system	monthly	
Check and change furnace filters	monthly	
Annual maintenance on furnace	yearly	
Clean furnace duck work	every 5 years	
Change batteries on thermostat	yearly	
Clean ice maker	monthly	
Clean coils on refrigerator & underneath it	yearly	
Clean stove in, around and under	yearly	
Clean dishwasher filters	monthly	
Do a vinegar rinse in dishwasher	yearly	
Do a vinegar rinse in the coffee pot	yearly	
Check fire alarms	twice/yr	
Add water to floor drains	monthly	
Check all doors - tighten locks, hinge screws and strike plates	as needed	

Description of Activity	Frequency	
Check backup generator	monthly	
Make sure snow removal is done	as needed	
Make sure Starlink is working	monthly	
Check AED	monthly	
Check windows & door as operational and locked	as needed	
Check fire extinguishers	yearly	
Check propane levels	monthly	
Spot clean carpet/arrange for cleaning if necessary	as needed	
Replace lightbulbs inside and out	as needed	
Maintain septic system	yearly	
Work with folks wanting to use building	as needed	
Keep building in supplies	as needed	
Clean chairs	yearly	
Check for frozen pipes in winter	winter	
Rodent/insect control	as needed	
Make sure cameras are working	weekly	
Monitor cameras	as needed	
Fix windows that do not lock	as needed	
Wash windows	yearly	
Check roof for loose or damaged shingles	twice/yr	
Check for penetrations through roof vents, antenna etc. Tighten or seal as necessary.	twice/yr	
Grounds Maintenance		
Water flower garden	weekly	
Pull weeds	as needed	
Rake pine needles	as needed	
Mow Grass	as needed	
Check flag & flag pole is working	as needed	
Pick up trash outside building	as needed	
Clean picnic tables	as needed	

Description of Activity	Frequency	
Blow off sidewalks and asphalt in summer	as needed	
Remove snow in winter from parking and sidewalks	as needed	
Fire Bay to be coordinated with station captain		
Sweep out bay	monthly	
Clean and maintain bathroom	monthly	
Clean utility area	monthly	
Vacuum office carpet	as needed	
Check overhead heating & annual maintenance	as needed	
Change batteries in door locks	yearly	
Grease overhead doors	yearly	
Activate floor heat for roll up doors	winter	
Clean and add water to floor drains	monthly	
Clean fridge coils and under fridge	yearly	
Maintain washer and dryer	twice/yr	
Change exterior lighting for daylight savings change	twice/yr	
Clean concert apron	as needed	
Check exterior lighting and cameras	monthly	
Clean gutters	twice/yr	
Flush under ground drain from downspouts	yearly	
Caulk and seal doors and windows	yearly	
Change oil and do maintenance on small equipment	as needed	
Other items to note:		
Keep maintenance records		
Notify fire board of any major repairs required or service needed.		
Go thru manuals and develop maintenance list		