Let's Talk about

MAKING A MAINTENANCE PLAN- DAILY, MONTHLY, ANNUALLY, 5-10YEARS

GETTING THE TEAM BUY-IN

CREATING SYSTEMS THAT MAKE THE PLAN WORK!!
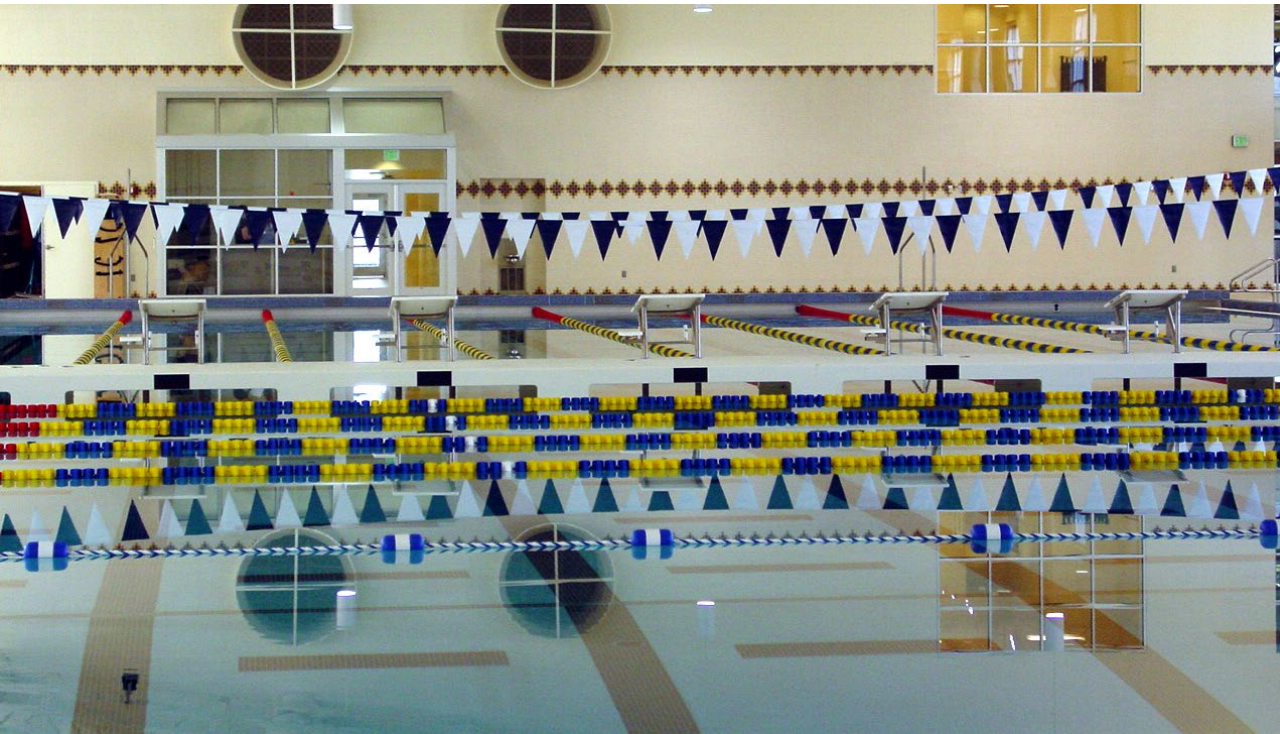
Let's Look at a Facility

- **Gym**
- **Rock Wall**
- **Fitness Area- Cardio and Weights**

-50 meter pool w/diving boards
-Indoor Play pool w/ spa

- **Dance Studio**
- **Elevated track**

- **Not pictured**
  - *Teen Room*
  - *Community Room*
  - *Activity Classrooms- with bathrooms*
  - *Wet Classroom*
  - *Locker Rooms*
  - *Bathrooms by community room*

Create an Actual Document

PUT IT IN WRITING

It is a LIVING document- it can change as the business/use changes

Plan for EVERYONE to follow

Sets Expectations and Standards

Create a Tracking System

You must have a way to track

Lots of options on how to track

Must track:
- Preventative Maintenance
- Work Orders submission
- Inspections

Should Track:
- Equipment use hours
- Daily Task/Checklist Completion
- Work Order Completion
- Repairs
- Inspections

Starting from the 5-10 years

- Easier than you think
- O&M Manuals should be #1 resource
- Manufacturer's guides
- What's life span of equipment
- *Plan for replacing*

Having Replace Plan

Equipment does not last forever

Having a plan in place prevents the surprise of replacing

Build in about a 15-20% increase in cost from current day if 5-10 years out

Items to think about replace:

- HVAC Units
- Gym Curtains
- Basketball hoop gears
- Furniture

How are you funding????

Have a Renew /Refresh plan

- How might you look to renew/refresh?

  New Paint

  Replace Carpet/Tile

  Tile Grout

  New updates to equipment

  Gym Floors

  Signs

  Landscaping

Annual

Still using O&M's for a lot of information

What preventative maintenance has to be done for each piece of equipment

Do you have any annual Inspections

Pools	Elevator	Boilers	Fire Systems	Security System

Do you have checklists for the inspections

Annual Inspections

- Some Required by law, Some Required by Insurance
- Elevators
- Boilers
- Fire Systems- sprinkler and monitoring systems
- Security Systems
- Some come with inspection Checklists included with O&M, May require an outside contractor

Annual Maintenance

- Who on your team is going to do/Do you need an outside contractor?

- Know what is expected for preventative maintenance- you write the plan or the contract

- Know if your equipment requires a specific certification to work on- especially in beginning to keep warranties
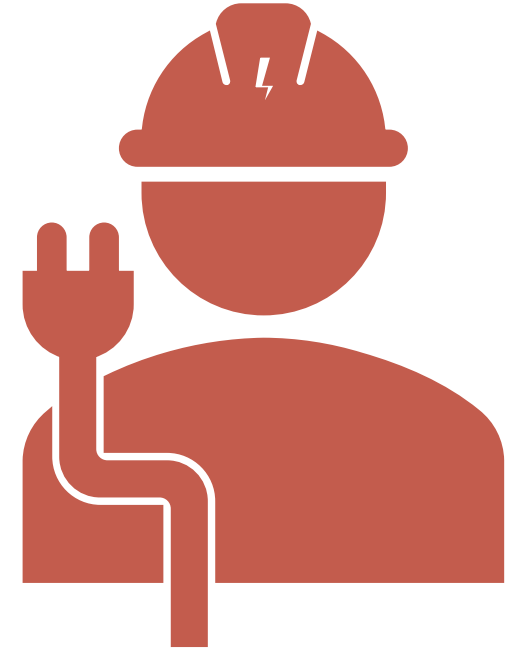
Annual Maintenance

HVAC
- Coil Cleaning

Elevator
- Done every 6 months
- Full systems check

Fire
- Sprinkler System cleared out
- Fire Extinguisher replace
- System checked for pressure and leaks

Plan an annual shutdown week for every year

- There is deep cleaning/ Maintenance you can't get done with users in the building

- Plan for a down time in your programming maybe when you expect a lull in business

- Use as a time to throw away as much as possible

- Things that can be done: Carpet cleanings, Power washing, Annual Maintenance tasks, Wax/Buff Floors, Pools have many things that can be done during this time too

Monthly

O&M's for preventative maintenance

Do you have any Monthly Inspections

Fire Systems | Security System

Usage/Season Changes Dictate cleaning

Monthly Preventative Maintenance

HVAC

- Filter replace
- Belts Tightened
- Bearings greased

Fire

- Emergency exit lights working

Monthly Inspections

Fire Systems- including fire extinguishers/ emergency lighting (check with Fire Marshall for their requirements)

Facility operations- cleanliness, equipment, furniture,

Safety Inspections- any required equipment, basketball goals (especially if motorized), curtains, moveable walls, Rock Climbing walls, fitness equipment (Check O & M's), playgrounds

Air conditioning Units (Check O&M)

Monthly Cleanings

High Dusting- vents, tops of lockers, tops of vending machines

Refrigerators

High Windows

Ice Machines

Others??

Weekly/Daily Tasks

Cleaning vs. Disinfection

Standard level of clean set by you/management

Decided by use of facility or type of space/surfaces

Cleaning

- removes dirt, dust, crumbs, and germs from surfaces or objects. When you clean, you will likely use soap (or detergent) and water to physically clean off the surfaces and objects. This may not necessarily kill the germs. But since you removed some of them, there are fewer germs that could spread infection to you.

Disinfecting

- uses chemicals (disinfectants) to kill germs on surfaces and objects. Some common disinfectants are bleach and alcohol solutions. You usually need to leave the disinfectant on the surfaces and objects for a certain period to kill the germs. Disinfecting does not necessarily clean dirty surfaces or remove germs.

Standard of clean

Eye of beholder

Would you use it?

Are you proud of it?

Surfaces and Use

Cleaning of some surfaces prevents injuries	Surfaces must be taken care of differently to keep them maintained or disinfected	Level of use of the facility- how many people come through
• Sweeping basketball courts/Lobby Floors/classrooms	• Locker Room floors/Showers/ toilets/sinks/ Pool Decks must be disinfected to stop transmission of diseases • Stainless steel must have an oil-based cleaner used to protect them.	• Increase use= increase disinfection

Weekly Tasks Examples

Stainless Steel- Clean/Polish

Soap Clean windows

Disinfect lobby floors/Classroom Floors

Staff break rooms

Walkways

Clean out lockers

Daily Tasks examples

Disinfection of touch surfaces (not just clean it) and floors- depending on chemical depends on the amount of time it must stay on the surface- includes fitness equipment, doors, bathrooms

Sweep/Mop floors

Spot clean glass

Vacuum carpets

Parking lot pick up

May change some disinfection during specific seasons (i.e. flu season- disinfect doors/handles once a day)

Keys to Success for Weekly/Daily Maintenance

Checklists
- Tasks laid out time/day
- Who is responsible

Weekly Walkthroughs
- Someone on management team goes through the facility weekly
- Check to make sure it meets standards
- Put in Work orders for items that do not

Work Orders

- System for submitting and tracking
- Assign responsiblity
- Record locations/frequency

Include the Team

- Review the plan with Team Members
- After an initial plan is implemented

  Check in with them team- What's working/What's not

  Is there something that is not getting enough attention

  Is there a task that is assigned to the wrong time of day

Reminders

- Create a system
- Create a Plan and implement it
- Be willing to evaluate and change the plan
- Make sure everyone on the team knows their roles- recruit others to the team as you need (contractors)
- Follow through- make sure everyone is keeping to the standard

Connect With Me!!

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