ORGANIZING THE MAINTENANCE DEPARTMENT

After studying this section you will:

- Understand SunRidge’s maintenance shop standards
- Be able to organize the maintenance shop
- Become more organized and efficient
MAINTENANCE SHOP STANDARDS

All onsite maintenance shops must be organized in accordance with the following:

- A minimum of 1 week inventory must be maintained.

- All shelves must be labeled and painted these color codes:
  
<table>
<thead>
<tr>
<th>Category</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing</td>
<td>Red</td>
</tr>
<tr>
<td>Appliances</td>
<td>Green</td>
</tr>
<tr>
<td>Electrical</td>
<td>Yellow</td>
</tr>
<tr>
<td>Punch-Out</td>
<td>Orange</td>
</tr>
<tr>
<td>Tools Storage</td>
<td>Brown</td>
</tr>
<tr>
<td>HVAC</td>
<td>Blue</td>
</tr>
<tr>
<td>Walls/Ceilings</td>
<td>White</td>
</tr>
<tr>
<td>Floors</td>
<td>Grey</td>
</tr>
</tbody>
</table>

- All parts must be separated and kept in bin boxes. These boxes must be labeled with the individual part name, part number and quantity of this part to be kept on hand. Most supply companies will provide these bins and educate you on set up and implementation.

- All shops must ALWAYS be locked when not occupied by an employee! The shop must NEVER be left open when maintenance personnel are out.

- All shops must have:
  
  - All maps listed in the site information section of this manual.
  - Preventative maintenance schedule.
  - A copy of the safety checklist from this manual.
  - Material Safety Data Sheets (MSDS) organizer for chemicals and materials used on the property.
  - A fully charged fire extinguisher must be kept in plain view.
  - A smoke detector.
  - A first aid kit.
  - An eye wash station.
  - A list of emergency telephone numbers.
  - A vented door.
ORGANIZING THE MAINTENANCE SHOP

Your maintenance shop must be organized. Most supply companies have an organized bin system and will assist you in its implementation and proper use.

- A regular accounting of your stock must be made so you will know what to order and when to place an order.
- You should have a 1 week inventory of the most commonly used parts and supplies on your property.
- If you are assigned to a property with substandard stock, make a list of the items you need to build your inventory and present it to your Property Manager for approval.
- Reorder on a regular basis to keep your stock up. We do not want residents waiting for service because we do not have the parts to make repairs.
- Be budget conscious and plan ahead. Communicate with your Manager on a regular basis and before ordering stock to ensure you stay within budget.

ORGANIZATIONAL TOOLS

The apartment business is a busy one. The work load can sometimes feel overwhelming, especially if you are not organized. Our company provides several tools to help keep you organized. They include:

- Inventory Control Log
- Property Site Information
- Make Ready Board
- Supply Request Form
- Various Checklists
- Preventative Maintenance Checklists

It is up to you to provide the initiative to use these tools and systems to gain maximum productivity.

These tools will be discussed further in subsequent sections of the Maintenance Handbook.

Review the Supply Request Form in the Sample Forms section.
PROPERTY SITE INFORMATION

It is mandatory that each property have two copies of the following maps. One copy is to be kept in an accessible place located in the maintenance shop. The other copy will be kept in the Property Information Section of the Maintenance Manual located in the office.

These maps should be separate maps and no attempt should be made to combine them. They are to be clearly legible, laminated and kept up to date at all times.

1. Natural gas shutoffs
2. Water shutoffs
3. Master water meter locations
4. Main water lines
5. Sprinkler system main cutoffs
6. Fire hydrant locations
7. Sewer cleanouts and main runs
8. Electrical shutoffs and transformers
9. Exterior lighting control locations
10. Swimming pool operation and valves (schematic)
11. Fire alarm pull station locations and main control panels
12. Television cable line runs
13. Plot map showing property lines and easements
14. Emergency controls for access gates (if applicable)
15. Master telephone boxes

Any employee who is handling after hours and weekend maintenance calls must be completely familiar with and have access to the property site information.