

## MAINTENANCE PERSON DUTIES

- Perform personally or schedule work bees to perform the actions below as required.
- Keep the building neat and tidy, vacuum/sweep/wash the floors when necessary.
- Perform a thorough cleaning of the building and grounds prior to reopening the facility to the public in February and August.
- Clean the coffee machine regularly.
- Keep the bathroom clean and stocked with soap, toilet paper, etc.
- Keep the fridge stocked with soft drinks.
- Keep the chip container stocked.
- Return empty cans and bottles for refund. Put the money in the pop and chips donation jar.
- Monitor pop, chip, coffee, cups, etc., inventory levels and replenish as required.
- Monitor bottled drinking water and replenish when necessary. Use money from the pop/chip jar.
- Empty the trash baskets regularly. Take the accumulated refuse to the Vanway recycling depot.
- Wash dirty towels.
- Keep the grass and weeds short.
- Clean up the dog excrement and cigarette butts.
- Ensure drain pipe mesh is in place to prevent critters from entering the crawl space.
- Monitor the level in the sewage holding tank and arrange with Blockbuster (250 561-2762) to have it emptied, usually twice a year.
- Check for litter on the road and in the ditches after every major event.
- Clear snow from the roof and dome, ensuring that there is no buildup of ice to prevent the dome from rotating. Do this prior to arranging for snow removal.
- Arrange for snow removal from the driveway and parking lot. Snow-B-Gone (250 552-5950, SnowBGonePG@gmail.com or <http://www.snowbgone.ca/>) has done this work in the past.
- Remove snow from around the piers on the viewing deck.
- Clear a path to the gas meter.
- Keep the sidewalk and north door ramp in a safe winter condition. Clear and sand as required. Sandbags are located against the outside east classroom wall.
- Remove debris from the gutters and downspouts.
- Keep the outside of the building in good repair. Repaint grouting as necessary.
- Replace burned out ballasts, lights.
- Ensure that appropriate breakers are turned off between observatory uses.
- Replace the furnace filter. Check for proper furnace operation.
- Level/fill the observing area, driveway, and parking lots where settling occurs.
- Make sure the gate is in good working order and is not binding where the lock box is located.
- Repair/glue the table laminates when required.
- Maintain a list of tasks needing to be done and submit to the webmaster.
- Submit a monthly 'Building' and 'Grounds' report for inclusion in the business meeting minutes.