

# **ALPHA KAPPA HOUSE**

## **Maintenance Manual**

**November, 1966**

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## Contacts for Maintenance and Services

Repair/service item	Contact	Phone #
AIR CONDITIONING- preventive maintenance and repairs	Volunteer Mechanical Dennis Woods	938-0330
CABLE repairs	Tennessee Wireless	584-1234
CAULKING, EXTERIOR	Sam Fagan	(704)684-2280
COMPUTER repairs	Contact Dan Culp	524-2200
COPIER service and repair (under limited warranty until Fall 1999 – 3 years)	XEROX	1(800)832-6979 (TEAM-XXR)
ELECTRICAL repairs	Advent Electric	588-0631
FIRE EXTINGUISHER inspection	PROVIDED BY U.T.	
FIREPLACE CLEANING	Chimney Sweeps	588-1482
FLOORING	Bailey & Roberts Devon	588-3630
GENERAL CONTRACTOR (for renovation project)	Premiere Structures Randy Watson	546-0054
GLASS REPLACEMENT	Clearview Glass	523-2275
HOT WATER HEATER Preventive maintenance & repairs	Volunteer Mechanical Dennis Woods	938-0330
KITCHEN EQUIPMENT-repairs	Robert Orr Sysco	588-5726
LAWN MINTENANCE	McClain Nursery Jim McClain	688-2914
PAINTING CONTRACTORS (used in renovations)	Building Maintenance Inc. Ross Snyder	521-6122

PEST CONTROL	Environmental Termite & Pest Control	584-6161
PLUMBING (kitchen & restrooms- preventive maintenance & repairs	King Plumbing Service Mark King	281-0368
ROOF repairs	Dixie Roofing	938-9880
WALLPAPER CONTRACTORS (used in renovations)	Paper by Request	694-3844
WASHER/DRYER repairs Dryer Model #DBLR333ETOAA Washer Model #WJSR2080T2AA	General Electric	1(800)432-2737 (GE-CARES)
WATER COOLERS Preventive maintenance & repairs	King Plumbing Service Mark King	281-0368
WINDOWS	Southeast Windows	523-2275

# **Preventive Maintenance Checklist for HVAC, Gas Hot Water Heater, and Refrigeration Equipment**

## **Monthly Filter Changes**

- 22 through the wall units – to be changed by residents

## **Annual Filter Changes**

- 4 MOI units, 1 TRANE kitchen unit, and 1 TRANE basement unit – to be changed by Contractor during annual preventive maintenance.

## **Other Annual Preventive Maintenance Items**

- Belt replacement – as needed
- Check Bearing wear on all motors
- Lubrication of all motors – as needed
- Check refrigerant charge – if low, a leak check will be necessary
- Check coils and clean if needed
- Inspect heat exchanger

## **Flooring Maintenance**

### **Floor Care Recommendations for Living Room Hardwood**

#### **Routine care:**

Sweep and dust mop regularly to keep clean. Wipe up spills or spots with a damp cloth or sponge. The manufacturer suggests that HARTCO TOTAL CARE be used as a one-step cleanser and wax. Apply to a soft cloth or sponge mop and rub lightly into the wood. Let dry completely and buff using a buffer with soft bristles.

#### **Scratches:**

HARTCO COLOR NEW can be used to color small scratched or worn areas. Buff with a soft cloth.

### **Floor Care Recommendations for Hallway Armstrong Vinyl Composition Tile**

#### **Routine Care:**

Sweep and dust thoroughly. Damp mop with a mild detergent solution to remove black marks and excessive soil. Apply several coats of a high quality commercial floor polish with a sponge mop.

For additional information you may contact Bailey & Roberts Flooring (listed in CONTACTS)

### **Floor Care Recommendations for Kitchen and bath tile and Entry terrazzo**

Sweep and dust daily. Damp mop with hot water. In the event that hot water does not remove heavy soils, use a non-abrasive cleaner and damp rag or mop on soiled areas. No waxing needed.

## Paint Colors Used in 1996 Renovation

### Interior

**Walls:** Pittsburgh Paint – Warm White, #2532 Semi-Gloss

**Ceilings:** Pittsburgh Paint – Ceiling White, Flat

**Trim:** Pittsburgh Paint – Special Color mixed to match Benjamin Moore's Essex Green

### Exterior

**Walls:** Pittsburgh Paint – Cork, Exterior

**Trim:** Pittsburgh Paint – Special Color mixed to match Benjamin Moore's Essex Green (Exterior Semi-Gloss)

# Daily Responsibilities

## Daily Responsibilities of Each Individual

1. Each individual is responsible for replacing burned-out light bulbs in their room. The bulbs are stored in the first floor closet. Please notify the House Manager when all bulbs have been used.
2. Trash inside the rooms should be removed daily and placed in the trash receptacles provided in the stairwells.
3. Turn off all lights in unattended rooms.
4. Return any kitchen utensils or supplies that have been taken to the rooms. On weekends and Friday nights, each individual is responsible for washing their own dishes and cleaning the kitchen after using. All supplies should be returned to the appropriate place.

## Daily Responsibilities for the House Manager

1. Replace all burned-out bulbs in common area rooms, hallways, and storage rooms.
2. Replenish the toilet paper, soap, and paper towels in the Restrooms.
3. Check to make sure that the basement doors remain locked.
4. Supervise the HOUSE DUTIES schedule to make sure that all responsibilities have been properly completed.
5. Contact the appropriate person or company to report all problems and to schedule any needed repairs. A list of CONTACTS is provided in the front of the manual.

## Daily Responsibilities for the “House Duties” Chart

### Interior

1. Empty trash in the common areas and Restrooms into the trash receptacles in the stairwells. Take trash to dumpster when containers are 2/3 full.
2. Check the Ladies Restroom and clean and/or replenish supplies as needed.
3. Thoroughly sweep and damp mop the kitchen and dining room floors.
4. Wipe off all dining room tables and chairs. Chairs should be placed on the tables when cleaning the floors.
5. Straighten the lobby area, study room, living room, and chapter room.

### Exterior

1. Clean outside cigarette receptacles.

## Daily Responsibilities of the Kitchen Manager

1. Make sure the fronts and surfaces of all kitchen equipment are wiped down with Windex or available cleanser.
2. Make sure that all dishes have been washed as scheduled on the KITCHEN DUTIES chart and that all supplies and utensils are returned to the appropriate place.
3. Supervise the sweeping and cleaning of the kitchen floor as scheduled on the KITCHEN DUTIES chart.

# **Weekly Responsibilities**

## **Weekly Responsibilities of Each Individual**

1. Thoroughly vacuum the carpet in the dorm rooms, including the corners and underneath and behind the furniture. Each individual is responsible for providing their own vacuum cleaner. Rooms will be inspected weekly by the House Manager.

## **Weekly Responsibilities of the House Manager**

### **Interior**

1. Check all exterior door locks and closures. Repair if possible. If major repairs are needed, refer to the list of CONTACTS provided in the front of the manual.
2. Check all exit lights. Replace bulbs if possible from stock in the 1<sup>st</sup> floor storage closet.
3. Perform weekly dorm room inspections, specifically noting if the carpet has been vacuumed, eating utensils have been returned to the kitchen, trash has been removed, and light bulbs have been replaced. An inspection record should be maintained.

### **Exterior**

1. Check to make sure that all outside lights are working and replace bulbs as needed. Stock to be maintained in the 1<sup>st</sup> floor storage closet.

## Weekly Responsibilities for the “House Duties” Chart

### Interior

1. Sweep and damp mop the hallway floors per the recommended procedure noted in the MAINTENANCE-FLOORING section of the manual.
2. Clean all sinks, counters, mirrors, urinals, showers, and floors in the 2<sup>nd</sup> floor and basement Restrooms. Cleaning materials are stored in the 2nd floor storage closet. The Cook is responsible for cleaning the kitchen Restroom weekly.
3. Sanitize the water coolers by cleaning the faucet and drain areas with Lysol or other disinfectant provided in the 1<sup>st</sup> floor storage closet.
4. Dust tables and other furnishings in the lobby, living room, study room and chapter room. Duster stored in the 1<sup>st</sup> floor storage closet.

### Exterior

1. Hose down the porches, patios, and exterior walls. Replace hose to the proper location when completed.
2. Remove all trash from the grounds, including the shrubbery and backyard areas. Take trash to dumpster when completed.
3. If used during the week, clean the bar-be-cue grill by removing ashes and burned coals and scrubbing the grill surface.

# **Twice-Semester Responsibilities**

## **Individual Responsibilities – Twice Each Semester**

1. Dorm room window blinds should be dusted with feather duster.
2. Windows should be washed **INSIDE** and **OUT**. Windows tilt-out for easy cleaning. Only use cleaners specifically for window cleaning.
3. Air conditioner filters must be changed. Disposable filters will be provided by the House Manager. Dirty filters should be placed in the trash receptacles provided in the stairwells.

## **House Manager Responsibilities – Twice Each Semester**

1. Schedule and supervise window blinds to be dusted in the common areas.
2. Schedule and supervise all common area windows to be cleaned – INSIDE and OUTSIDE. Instruct everyone on “how to tilt-out windows” for cleaning.
3. Schedule and supervise cleaning of all glass door panels, INSIDE and OUT.
4. Clean the washable air conditioning filters in the common areas and replace all common area disposable filters. Supply filters for changing in dorm rooms.
5. Schedule and supervise the sweeping, stripping and waxing of the Chapter Room floor per the recommended procedure noted in the FLOORING MAINTENANCE SECTION of the manual.

# **Once-Semester Responsibilities**

## House Manager Responsibilities – Once Each Semester

1. Schedule and supervise the stripping, waxing, and buffing of all hallway floors per the recommended procedures noted in the FLOORING MAINTENANCE section of the manual.
2. Schedule and supervise spot cleaning of walls in the kitchen and first floor lobby area.
3. With the Kitchen Manager's assistance, schedule and supervise the cleaning of the stove vent, hood, and kitchen walls.
4. Straighten and inventory the supply storage closet. Order and/or purchase necessary supplies for the semester.
5. Test smoke alarms.

## **Kitchen Manager Responsibilities – Once Each Semester**

1. Assist the House Manager in scheduling and supervising the cleaning of the stove vent, hood, and kitchen walls.
2. Assist Cook in cleaning out the pantry and kitchen shelves. **MAKE SURE AND CHECK FOOD EXPIRATION DATES ON LABELS. THROW OUT ALL EXPIRED PRODUCTS.**