

Building Maintenance Duties

Summer Months:

Duties to Include

3 Times Per Week

- Check boiler room & walk through parkade.
- Walk the property, collect and dispose of any debris on the grounds and driveway ramp, including the garbage bin area.
- Note any maintenance issues and report to Property Manager.
- Open front door for service people needing access to building (as per your schedule)

Bi-Weekly:

- Check lights on the outside of building (notify property manager of replacements needed)
- Sweep and wash the front stairs
- Sweep court yard stairs and sidewalks
- Sweep back stairwell from parkade to outside

As Needed:

- Mow the grass area (boulevard)
- Ensure fence line to the center of the alley (as per City By-laws) is clean.

Winter Months:

Duties to include

3 Times Per Week

- Check boiler room & walk through parkade.
- Walk the property, collect and dispose of any debris on the grounds and driveway ramp, including the garbage bin area.
- Note any maintenance issues and report to Property Manager.

