Building Maintenance Standards Document

Shakopee Community Center 95,845 sq ft

ALSO: Full facility walk through 1x per year w manager, director & asst admin

Facility Section	Specific Area	Classification	Task	Current Frequencey	Completed By	Included in CIP?	Notes
Building Exterior (Inspected quarterly, unless otherwise noted)	Parking Lot	Level 1	Snow/Debris Removal	As Needed	PW Parks		
			Parking Lot Painting	As Needed	PW Streets		
			General Repairs	As Needed	Contracted		
			Resurface	As Needed	Contracted		CIP - 5years?
	Sidewalks/Railings	Level 1	Snow/Debris Removal	As Needed	Shakopee Maintenance		
			General Repairs	As Needed	PW Parks		
	Roofs/Gutters/Drains	Level 3	General Roof Inspection	Annually	Contracted		
			General Drain Inspection	Annually	Shakopee Maintenance		
			Debris Removal	As Needed	Shakopee Maintenance		
			Roof/Gutter Replacement	As Needed	Contracted		CIP - 15/20?
			Drain Grates Cleared	As Needed	Shakopee Maintenance		
	Exterior Façade	Level 1	Pressure Wash	As Needed	Shakopee Maintenance		Spring
			Touch up Paint/Repairs	As Needed	Shakopee Maintenance		Spring
			Full repaint	Accounted in Capital Inventory	Contracted		
	Exterior Lighting	Level 1	Fixture Replacement	As Needed	Contracted		
	Exterior of Windows	Level 1	Exterior Washed	Annually	Shakopee Maintenance		
			Reseal	As Needed	Contracted		
			Replacement	As Needed	Contracted		
	Miscellaneous	Level 1	Flag Replacement	As Needed	Shakopee Maintenance		
			General Trash/Debris Clean Up	Weekly	Shakopee Maintenance		
			Exterior Entry Furniture Gen Maint	Monthly			Gen maint = inspection/graffitti/rust
			Landscape Care	Monthly	PW Parks		seasonal
Restrooms & Locker Rooms (General inspection daily, formal inspection quarterly, unless otherwise noted)	Toilets/Urinals	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Repair/Replacement	As Needed	Shakopee Maintenance		
	Bathroom Stalls	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Repair/Replacement	As Needed	Shakopee Maintenance		
	Counters/Sinks	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Repair/Replacement	As Needed	Shakopee Maintenance		
	Mirrors	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Repair/Replacement	As Needed	Shakopee Maintenance		
	Dispensers/Trash Canisters	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Restock	Daily	Shakopee Maintenance		
			Repair/Replacement	As Needed	Shakopee Maintenance		
	Flooring	Level 1	Swept/Mopped	Daily	Shakopee Maintenance		
			Repair	As Needed	Shakopee Maintenance		
			Kyvak/ deep clean	Monthly	Shakopee Maintenance		*should be
			Replacement	As Needed	Shakopee Maintenance		
	Lockers	Level 1	Clean/Disinfect	Weekly	Shakopee Maintenance		Add checking/clearing daily
			Repair	As Needed	Shakopee Maintenance		
			Replacement	As Needed	Shakopee Maintenance		
	Benches	Level 1	Clean/Disinfect	Daily	Aquatics		
			Repair	As Needed	Shakopee Maintenance		
			Refurbish/Replacement	As Needed	Shakopee Maintenance		
	Vents, Walls, Ceilings & Lights	Level 1	Dust/Clean	Monthly	Shakopee Maintenance		
			Repair/Replace	As Needed	Shakopee Maintenance		
	Shower Stalls	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Partitions	Weekly	Shakopee Maintenance		
			Deep Clean Kyvak & Scrub	Weekly	Shakopee Maintenance		
			Repairs	As Needed	Shakopee Maintenance		
			Dust/wash	Weekly	Shakopee Maintenance		*this should item
			Touch up Paint/Repairs	Annually	Shakopee Maintenance		

General Facility Interior (General inspection daily, formal inspection quarterly, unless otherwise noted)	Walls/Ceilings	Level 1	Full repaint	As Needed	Shakopee Maintenance		outside included in CIP, not inside
			Dust fans	Weekly	Shakopee Maintenance		*should be
			Replace Ceiling Tiles	As Needed	Shakopee Maintenance		
			Outlet Covers Replacement	As Needed	Shakopee Maintenance		
	Ducts/Vents/Beams/Ledges	Level 1	Dust/Clean	Weekly	Shakopee Maintenance		*should be
			High Dusting/Cleaning	Annually	Shakopee Maintenance		
			Repair/Paint/Refinish	Annually	Shakopee Maintenance		
	Storage Areas	Level 1	Clean/Disinfect Equipment	Monthly	Shakopee Maintenance		
			Sweep/Mop	Monthly	Shakopee Maintenance		
			Deep Clean/Organization	Monthly	Shakopee Maintenance		
			Confirm Height Clearance to Meet Code	Annually	Contracted		
			Repairs	As Needed	Shakopee Maintenance		
	Tile/Wood/Vinyl Flooring	Level 1	Sweep/Mop	Daily	Shakopee Maintenance		
			Scuff Mark Removal	Weekly	Shakopee Maintenance		
			Repairs	As Needed	Shakopee Maintenance		
			Wood Full Sand/Refinish	Every other Year	Shakopee Maintenance		
			Tile/Vinyl Full Replacement	As Needed	Contracted		
	Carpet/Rugs	Level 1	Vacuum	Daily	Shakopee Maintenance		
			Spot Clean	Daily	Shakopee Maintenance		
			Extraction	Weekly	Shakopee Maintenance		should this be more often?
			Repairs	As Needed	Shakopee Maintenance		
			Replacement	As Needed	Contracted		
	General Cabinetry/Countertops	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Repairs	As Needed	Shakopee Maintenance		
			Replacement	As Needed	Contracted		
	Windows	Level 1	Spot Clean	Daily	Shakopee Maintenance		
			Clean Windows on Doors	Daily	Shakopee Maintenance		
			Clean Interior of Windows	Weekly	Shakopee Maintenance		
			Re-caulk	As Needed	Shakopee Maintenance		
			Repairs	As Needed	Contracted		
			Replacement	As Needed	Contracted		
	Drinking Fountains	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Change Filters	As Needed	Shakopee Maintenance		sensor based
			Repair/Replacement	As Needed	Shakopee Maintenance		
			Bulb Replacement	As Needed	Shakopee Maintenance		
			Lense/Cover Cleaning	Quarterly	Shakopee Maintenance		Deep clean quarterly (remove scale)
Furnishings (General inspection daily, formal inspection quarterly, unless otherwise noted)	Lobby Tables/Chairs/Benches	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Repairs	As Needed	Shakopee Maintenance		
			Replacement	As Needed	Shakopee Maintenance		
	Kids Cove Chairs/Tables	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Repairs	As Needed	Shakopee Maintenance		
			Replacement	As Needed	Shakopee Maintenance		
	Meeting Rooms Tables/Chairs	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Repairs	As Needed	Shakopee Maintenance		
			Replacement	As Needed	Shakopee Maintenance		
	Office Furniture	Level 1	Clean/Disinfect	Daily	Shakopee Maintenance		
			Repairs	As Needed	Shakopee Maintenance		
			Replacement	As Needed	Shakopee Maintenance		
	Senior Lounge Vinyl Couches	Level 2	Clean/Disinfect	Daily	Shakopee Maintenance		
			Repairs	As Needed	Shakopee Maintenance		
			Replacement	As Needed	Shakopee Maintenance		
	Flooring	Level 1	Sweep/Mop	Daily	Shakopee Maintenance		
			Scrub	Weekly	Shakopee Maintenance		
			Repairs	As Needed	Contracted		
			Replacement	As Needed	Contracted		
	Free Weight Equipment (DBs, Benches, Racks)	Level 1	Wiped Down	Daily	Shakopee Maintenance		
			Deep Clean	Weekly	Shakopee Maintenance		
			Belt/Cable Inspection	Weekly	Shakopee Maintenance		
			Repair	As Needed	Shakopee Maintenance		depends on the issue
			Replacement	As Needed	Contracted		

Fitness Areas (General inspection daily, formal inspection quarterly, unless otherwise noted)	Weight Equipment	Level 1	Wiped Down	Daily	Shakopee Maintenance		
			Deep Clean	Weekly	Shakopee Maintenance		
			Belt/Cable Inspection	Weekly	Shakopee Maintenance		
			Repair	As Needed	Shakopee Maintenance		depends on the issue
			Replacement	As Needed	Contracted		
	Cardio Equipment & Spin Bikes	Level 1	Wiped Down	Daily	Shakopee Maintenance		
			Deep Clean	Weekly	Shakopee Maintenance		
			Belt/Motor Inspection	Quarterly	Contracted		
			Motor Clean	Quarterly	Contracted		
			Treadmill Decks	As Needed	Contracted		if issue present
			Repair	As Needed	Contracted		
	Functional Fitness	Level 1	Wiped Down	Daily	Shakopee Maintenance		
			Deep Clean	Weekly	Shakopee Maintenance		
	Sound Systems	Level 1	Repairs	As Needed	Shakopee Maintenance		
			Mic & Stereo Component Replacement	As Needed	Shakopee Maintenance		
			Full System Replacement	As Needed	Contracted		
Aquatics (Inspected quarterly, unless otherwise noted)	Pump/Mechanical Room	Level 3	Chemical Controlers	Daily	Shakopee Maintenance		
			Clean Lint Baskets	Weekly	Shakopee Maintenance		
			Clean Probes	Quarterly	Shakopee Maintenance		
			Inspect Filter Media (replace or degrease)	Annually	Shakopee Maintenance		
			Inspect boilers/Heat Exchangers-Remove Calcium buildup	Annually	Shakopee Maintenance		
			Inspect and Lube all motors	Quarterly	Shakopee Maintenance		
			Inspect Impellars	Monthly	Shakopee Maintenance		
			Repair	As Needed	Shakopee Maintenance		
			Replacement of Boilers	As Needed	Contracted		Jeremy to check on CIP schedule
			Replacement of Motors	As Needed	Shakopee Maintenance		
	Lap Pool	Level 1	Chemical/PH Checks	Daily	Shakopee Maintenance		
			Brush/Vacuum	Daily	Aquatics		aquatic staff
			Drain/Power Wash	Annually	Shakopee Maintenance		
			Resurface	As Needed	Contracted		
			Replace Lap Lane Lines	As Needed	Shakopee Maintenance		
	Leisure Pool	Level 1	Chemical/PH Checks	Daily	Shakopee Maintenance		
			Brush/Vacuum	Daily	Aquatics		aquatic staff
			Drain/Power Wash	Annually	Shakopee Maintenance		
			Resurface	As Needed	Shakopee Maintenance		
	Hot Tubs	Level 1	Chemical/PH Checks	Daily	Shakopee Maintenance		
			Brush/Vacuum	Daily	Shakopee Maintenance		remove?
			Dumped and refilled	Bi Weekly	Shakopee Maintenance		
			Tile Repair	As Needed	Shakopee Maintenance		
			Full Tile Replacement	As Needed	Contracted		
			Resurface	As Needed	Contracted		
	Pool Deck	Level 1	Spot Wash	Daily	Aquatics		
			Clean Stainless Steel	Weekly	Aquatics		
			Power Wash	Weekly	Shakopee Maintenance		
			Deck Repairs	As Needed	Contracted		
			Power Wash Gutters	Weekly	Shakopee Maintenance		
			Stainless Steel Gutter Repair	As Needed	Contracted		
			Composite Gutter Cover Repair	As Needed	Contracted		
			Repair Pool Deck Furniture	As Needed	Shakopee Maintenance		
			Replace Pool Deck Furniture	As Needed	Shakopee Maintenance		
	Drains	Level 1	Deck-Snake or rotor	As Needed	Shakopee Maintenance		
			Pool- Inspect bottom drains	Daily	Shakopee Maintenance		
	Aquatics Misc Equipment	Level 1	Deep Cleaned	Monthly	Aquatics		aqua aerobics
			Replacement	As Needed	Shakopee Maintenance		
	Play Features - Splash	Level 1	Replace Mat	As Needed	Shakopee Maintenance		
			Inspect water features	Quarterly	Shakopee Maintenance		Who?
			Netting Repair	As Needed	Shakopee Maintenance		Who?
	Play Features - Climbing Wall	Level 1	Inspection / Cleaning	Quarterly	Aquatics		Who?
			Tighten	As Needed	Aquatics		Who?
			Replace	As Needed	Shakopee Maintenance		Who?

	Play Features - Grease Ball	Level 1	Inspected & Greased	Quarterly	Aquatics		
	Slide	Level 1	Repair/Replace	As Needed	Shakopee Maintenance		
			Wax	Annually	Aquatics		Bi Annually
			Replace caulk	As Needed	Shakopee Maintenance		
	ADA Lift	Level 3	Inspect ADA Lift	Monthly	Shakopee Maintenance		
Safety (Inspected quarterlyunless otherwise noted)	Fire Extinguishers	Level 2	General Check (expiration dates, tracking)	Monthly	Shakopee Maintenance		
			Test	Annually	Contracted		
			Replacement	10 years	Contracted		
	Fire System	Level 2	Test/Certification	Annually	Contracted		
	SDS	Level 2	Update all files	As Needed	Shakopee Maintenance		
	Elevators	Level 1	Inspection/Certification	Quarterly	Contracted		Jeremy check on this - monthy (internally)
			Repairs	As Needed	Contracted		
	Eye Wash Stations	Level 3	Inspection	Weekly	Shakopee Maintenance		
			Repair/Replacement	As Needed	Shakopee Maintenance		
	AEDs	Level 3	Inspection	Monthly	Shakopee Maintenance		
			Pad/Battery Replacement	As Needed	Shakopee Maintenance		
			Replacement	As Needed	Shakopee Maintenance		
	First Aid Kits/Grab & Go Bags	Level 3	Inspection/Inventory	Monthly	Area Supervisor		
			Replenish	As Needed	Area Supervisor		
			Flashlight Replacement	As Needed	Shakopee Maintenance		
	Facility Certifications/Licenses	Level 3	Verify Current	Quarterly	Area Supervisor		
	Emergency Lights	Level 3	Inspection	Monthly	Shakopee Maintenance		
Painting	Gymnasium	Level 2		As Needed	Shakopee Maintenance		
	Lower Multipurpose	Level 2		As Needed	Shakopee Maintenance		
	Upper Multipurpose	Level 2		As Needed	Shakopee Maintenance		
	Lower Party Room	Level 2		As Needed	Shakopee Maintenance		
	Pool Party Room	Level 2		As Needed	Shakopee Maintenance		
	Women's Locker Room	Level 2		As Needed	Shakopee Maintenance		
	Men's Locker Room	Level 2		As Needed	Shakopee Maintenance		
	Family Locker Room	Level 2		As Needed	Shakopee Maintenance		
	Upper Corridors	Level 2		As Needed	Shakopee Maintenance		
	Lower Corridors	Level 2		As Needed	Shakopee Maintenance		
	Lower Level Mens Bathroom	Level 2		As Needed	Shakopee Maintenance		
	Lower Level Womens Bathroom	Level 2		As Needed	Shakopee Maintenance		
	Pool Area	Level 2		As Needed	Shakopee Maintenance		
	Stairwell & Handrails	Level 2		As Needed	Shakopee Maintenance		
	Upper Level Mens Bathroom	Level 2		As Needed	Shakopee Maintenance		
	Upper Level Womens Bathroom	Level 2		As Needed	Shakopee Maintenance		
	Single Use Bathrooms (2)	Level 2		As Needed	Shakopee Maintenance		
	Senior Lounge Mens Bathroom	Level 2		As Needed	Shakopee Maintenance		
	Senior Lounge Womens Bathroom	Level 2		As Needed	Shakopee Maintenance		
	Senior Lounge "Shak pe ti"	Level 2		As Needed	Shakopee Maintenance		
	Community Room	Level 2		As Needed	Shakopee Maintenance		
	Enigma	Level 2		As Needed	Shakopee Maintenance		
	Lobby	Level 2		As Needed	Shakopee Maintenance		
	Vestibule	Level 2		As Needed	Shakopee Maintenance		
	Indoor Playground	Level 2		As Needed	Shakopee Maintenance		
	Kids Cove	Level 2		As Needed	Shakopee Maintenance		
	Meeting Room	Level 2		As Needed	Shakopee Maintenance		
	Conference Room	Level 2		As Needed	Shakopee Maintenance		
	Park & Recreation Office	Level 2		As Needed	Shakopee Maintenance		
	Fitness Area	Level 2		As Needed	Shakopee Maintenance		
	Cycle Studio	Level 2		As Needed	Shakopee Maintenance		
	Studio 1	Level 2		As Needed	Shakopee Maintenance		
	Studio 2	Level 2		As Needed	Shakopee Maintenance		
	Funcitional Fitness Room	Level 2		As Needed	Shakopee Maintenance		
	HVAC	Level 3	Replace Filters	Every Other Year	Shakopee Maintenance		
			Change Belts	Annually	Contracted		
			Clean Evaporative/Condenser Coils	Annually	Contracted		

Major Mechanical (Inspected annually)	HVAC	Level 3	General Preventative Maintenance	Quarterly	Contracted		
			Duct Work Cleaning	Annually	Contracted		
			Repair	As Needed	Contracted		
	Roof Top Units	Level 3	Change Belts	Annually	Contracted		
			Clean Evaporative/Condenser Coils	Annually	Contracted		
			General Preventative Maintenance	Quarterly	Contracted		
			Duct Work Cleaning	Annually	Contracted		
			Repair	As Needed	Contracted		
	Boiler	Level 3	Inspections (Water Temp, Pressure)	Daily	Shakopee Maintenance		
			Internal Boiler Checks & Cleaning	Annually	Contracted		
			Tube Cleaning	Annually	Contracted		
			Repair	As Needed	Contracted		
			State Inspection	Annually	Contracted		state mandated
	Water Heater	Level 3	Flush Water System	As Needed	Shakopee Maintenance		bi an
			Relief Valves	BiAnnually	Shakopee Maintenance		bi an
			General Preventative Maintenance	Annually	Contracted		
			Intake Line Check & Repair	As Needed	Shakopee Maintenance		
			Repair	As Needed	Contracted		
	Water Softener	Level 3	Add Salt	As Needed	Contracted		
			Repair	As Needed	Contracted		
Miscellaneous (Inspected quarterly, unless otherwise noted)	Indoor Playground	Level 1	Inspection	Monthly	PW Parks		Send Mason to Andover in Sept?
			General Clean Up	Daily	Shakopee Maintenance		
			Replace/Repair	As Needed	Shakopee Maintenance		
			Deep Clean	Quarterly	Shakopee Maintenance		
			Sanitize	Monthly	Contracted		