

MAINTENANCE ASSISTANT/TECHNICIAN CHECKLIST

- ☐ Perform routine maintenance.
- ☐ Perform minor landscaping.
- ☐ Assist with custodial maintenance including cleaning and stocking restrooms.
- ☐ Mop, wax, and buff tile floors.
- ☐ Clean all carpets in the buildings.
- ☐ Dusts and collects trash in all offices.
- ☐ Clean windows.
- ☐ Maintains sidewalks, parking lots, offices, break-rooms, lobbies, and storage rooms; sets up rooms for meetings.
- ☐ Perform minor electrical, plumbing, painting and carpentry repairs.
- ☐ Assist with building security.
- ☐ Assist with implementation of ongoing grounds restoration projects.
- ☐ Maintain tools and equipment as needed.