

Building Maintenance Process

- Building Walkthroughs
 - Completed in the February timeframe in preparation for work scheduling
 - With the maintenance individual, walk through each facility including Town Hall, Police Station, Fire Station, Library, Family Mediation, Kimball House, Community Center, Woodlock Park (pavilion, ball fields, dugouts, baseball building, etc.), Collins Park (barn and fields), garage/sheds.
 - During walkthrough, complete the annual safety check for the building with the facility owner/department head (see Town Safety Manual for details)
 - Identify and document deficiencies within the building/field
 - Update the Building Maintenance Book with the results of the walkthrough
 - Review building issue list with maintenance individual.
 - Identify issues that have been resolved and move them to the “repair history” list and mark them as complete
 - Add new issues from the walkthrough to the issue list
 - Prioritize work to be done within the building
 - After all building repair requirements sheets have been updated, set priorities across all buildings and fields
 - Set building work schedule for the year
 - Request cost estimates for prioritized work from contractors/service providers
 - Determine budget process
 - Based on Town Purchasing Policy, send out RFPs, RFQ’s or schedule work
- Budgeting for the following year
 - Begin process in the early August timeframe
 - Review repair requirement sheets
 - Reprioritize work based on work completed and planned in the current year. Pay particular attention to major issues needing attention
 - Obtain “rough” estimates for this work
 - With maintenance individual, identify “ongoing” work, e.g., miscellaneous expenses the come up year over year. Review budget detail report to identify costs for previous 12 months.
 - Create budget for both building maintenance and OPS for each category
 - Work with maintenance individual to determine other expenses, e.g., electricity, heat, etc.
- Present budget to Selectmen and present/defend budget to the budget committee