## A useful checklist to understand what tasks are required for managing your facility, who coordinates and who carries out the tasks.

## Table 2.2: Management and maintenance of the physical asset

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| **Task** | **Decisions required** |
| **What is required** | **Who will arrange it** | **Who will do it** | **Staff, volunteer or contractor** |
| **Cleaning**For example:Development of specifications and contractor/employee supervision |  |  |  |  |
| **Gardening**For example:Develop specifications and approved contractors for workSupervision of contractors/employees |  |  |  |  |
| **Cyclical maintenance**For example:Development of specifications and approved contractors for work Supervision of contractors/employees |  |  |  |  |
| **Health and Safety**For example:Development of risk assessments and policyInspections |  |  |  |  |
| **Repairs and renewals**For example:Development of specifications Approved contractors for work |  |  |  |  |
| **Security**For example:Development of specifications and employee/contractor supervision |  |  |  |  |
| **Rates****For example:** Registration of property Payments |  |  |  |  |
| **Utilities, fire, and health and safety compliance****For example:**Certification and inspections Development of specifications |  |  |  |  |
| **Administration****For example:**Dealing with correspondence related to maintenance activities, complaints, etc Keeping records, collecting monitoringinformation |  |  |  |  |
| **Other** |  |  |  |  |