



Job Action Sheet: Facilities

1. Provide assistance with day-to-day maintenance and cleanliness of facilities, coordinate for cleaning and sanitation with P&P crew
 - a. Report any building maintenance needs to supervision via facilities request forms; these may be presented to the facility itself, or to the county, depending on the location. If unsure, contact supervision for guidance
2. Sign out any supplies removed from inventory in supply inventory sheet. Inventory supplies at the end of every shift, and document in inventory forms for the next facilities crew to reference. Ensure that parts of sanitation, hygiene, first aid, and warming supplies are maintained
 - a. Report any supply needs to supervision via supply request forms
3. Monitor restrooms, showers and laundry facilities. Ensure they are stocked with toiletries and cleaning supplies and are clean and sanitary. Ensure that showering time limits are being adhered to and that facilities are being used properly.
4. Monitor parking lot and traffic flow. Many of our client's vehicles are also their homes and storage, it is imperative we provide security, arrange for safe and organized parking, and promote a smooth traffic flow, if facility/parking area permits
 - a. Report any issues with vehicles, parking or client belongings to supervision
5. Monitor break and smoking areas, making sure that any smoking or vaping of nicotine products occurs in designated areas only. Ensure that no other substances are utilized in these areas. Maintain access to fire-safe disposal areas and keep clean.
6. Report any emergency incidents on site to supervision via incident report forms

Special Requirements

- De-escalation and response training
- Basic First Aid and Blood Borne Pathogen training
- Chemical hazard and response training
- Ability to stand on hard floors for extended periods of time
- Ability to lift 20+ lbs
- Ability to perform basic maintenance and sanitation tasks