## 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 work  Supervision 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 policy  Inspections |  |  |  |  |
| **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 monitoring  information |  |  |  |  |
| **Other** |  |  |  |  |