

# Maintenance List 2007

9/30/2007

Job	By	Completed	Date
<b>Lobby Bathrooms</b>			
clean drain covers	prange	men's	8-Jun
paint walls	petersen/devenport/McCardle	yes	12-Sep
replace burnt out bulbs	R. Devenport	yes	21-May
remove old air deodorizers	petersen	yes	9-Jun
power wash floors	prange	men's	8-Jun
fill misc holes	petersen	yes	9-Jun
paint partitions	prange	yes	25-Aug
install new soap dispensers	prange	yes	8-Jun
install new paper dispensers	petersen	men's	12-Jun
clean lights	R. Devenport / Beversdorf	women's / men's	5/21 & 8/4/07
clean vents	R. Devenport / Beversdorf	women's / men's	5/21 & 8/4/07

<b>Locker Rooms</b>				
bleach shower walls	all	kesselhon	yes	4-Aug
bleach bathroom walls		petersen	yes	3-Sep
Change filters		roback	yes	4-Aug
pressure wash floors		x	no	
sand benches		stefanovitz/kopish	yes	14-Aug
seal benches		stefanovitz/kopish	yes	14-Aug
clean showers		kesslhon	yes	4-Aug
pressure wash shower floors		x	no	
paint shower walls with mold paint		1 & 2 - kesselhon	1&2 Yes	
repaint main doors		McCardle	1, 2, 3 done	22-Sep
re-number doors		Meyers	yes	29-Sep
re-print info sheets	1&2 good, 3&4 bad	stefanovitz	yes	17-Aug
replace burned out lights		petersen	yes	23-Sep
paint shower floors				
clean walls		x	nope	
paint walls		Dobner/McCardle	1, 2, 3 done	23-Sep
clean or change shower drains		petersen	yes	26-Sep
Paint ceilings		Davie	yes	9-Sep
CLR shower heads		x	good	26-Sep
clean vents				
tighten bench boards		stefanovitz	yes	14-Aug

<b>Arena Area</b>				
clean rink glass				
remove boards and glass		volunteers	yes	23-Jun
caulk misc. holes in walls		petersen	yes	1-Sep
replace exit lights				
Change Key Lock boxes		petersen	yes	9-May
test and service emergency lights				
clean out and re seal expansion joint		volunteers		
sand lobby doors		-	-	14-Aug
paint 4 doors to lobby		prange	yes	14-Aug

vacuum out expansion gap	volunteers	yes	30-Aug
replace score board lights	Pfaff	yes	25-Aug
seal/caulk zamboni entrance boards	petersen	yes	22-Sep
clean game nets	pfaff	yes	28-Aug
touch-up paint game nets	pfaff	yes	30-Aug
seal exterior building cracks			
paint hallway walls - diamonds	petersen	yes	4-Aug
paint hallway - lower white	werner /guttormson/ruona	yes	4-Aug
repaint hallway walls - lower green stripe	werner /guttormson/ruona	yes	4-Aug
get pucks down from ceiling	Pfaff	yes	29-Aug
paint wall behind players box	bell	yes	4-Aug
paint green stripe in building	Gillette	started	25-Aug
sweep and mop bleachers	cox	yes	4-Aug
varnish bleacher benches			
clean (grind) bottom of rink board supports	petersen	yes	19-Aug
re-paint practice nets	pfaff	yes	27-Aug
fix netting on practice nets	pfaff	yes	27-Aug
check uprights, bolts, screws and anchors			
remove unpaid rink board ads	Pfaff/petersen	yes	25-Aug
clean ledge in player's boxes			
wax boards			
clean ledge above double doors			
clean plexi glass			
tighten bleacher bolts			
fix header trench bad spot			
paint wall above bleachers			
service elevator			
replace temperature control on dehumidifier	Rider	yes	2-Jul
sweep & mop in bleachers storage rooms			
clean outside boards			
sweep and mop around outside of boards			

<b>Zam Room</b>			
scrub runway mats	Haver/Prange/Stefonovitz	yes	19-Aug
ship zam up to R&R for annual maintenance	schairer	yes	6-Jul
organize tools			
annual maintenance on zam	Rider/Pfaff/R&R		
re-draw rink ice depth diagram	Haver	yes	1-Jul
clean water dump pit	Haver/Prange/Stefonovitz	yes	19-Aug
wash/wax zam	R&R	yes	20-Aug
<b>Rental Equipment</b>			
repair skates			
renumber skates (paint pen)			
organize skate room	volunteers	yes	20-Sep
sharpen all skates	wanta	started	28-Jul
pair up: gloves, shin guards, elbow pads	brudvig	yes	4-Aug
fix helmets	brudvig	started	
organize rental equipment room	brudvig	yes	4-Aug
paint walls	davie	yes	4-Sep
add new skate shelving			

<b>Concessions</b>			
Clean popcorn mach. w/ special chemicals	Gillian	yes	27-Jun
empty and clean hot chocolate machine	Gillian	yes	27-Jun
empty and clean coffee	Gillian	yes	27-Jun
drain and clean slushi machine	Gillian	yes	27-Jun
defrost freezer behind concessions	R. devenport	yes	8-Jun
bleach freezer behind concessions	R. devenport	yes	12-Jun
bleach new freezer	steinhaefel	yes	4-Aug
defrost freezer under bleachers	steinhaefel	yes	4-Aug
bleach freezer under bleachers	steinhaefel	yes	4-Aug
clean light covers	petersen	yes	22-Sep
clean shelves, counters and storage areas	gillian / teeters	yes	4-Aug
clean vents	petersen	yes	22-Sep
annual cleaning of soda dispenser	7up/Gillian	yes	27-Jun
sweep and mop floor	Teeters	yes	4-Aug
hang waterproof curtain in front of BIBs	petersen	yes	21-Sep
change burned out lights	petersen	yes	18-Sep
clean out all refrigerators	koerner / gillian	yes	4-Aug
wash rubber floor mat	teeters	yes	4-Aug
clean pizza ovens	gillian	yes	4-Aug
clean pretzel machine	Gillian	yes	27-Jun
Start up all concessions equipment	schairer/petersen	yes	23-Sep
organize under sinks	teeters/gillian	yes	4-Aug

<b>Miscellaneous</b>			
Spray for weeds	petersen	yes	4-Jun
lawn mower maintenance	holtz	yes	14-May
prune bushes by outside sign	holtz	yes	14-May
pick up outside garbage	petersen	yes	18-May
Change burned out rink exterior soffit lights	pfaff	yes	1-Sep
clean & organize bleacher conc. storage	Steinhaefel	yes	4-Aug
wash ref jerseys	Haver	yes	8-Jun
check roof leaks	petersen	ok	29-May
get rid all old light bulbs	Schairer	yes	12-Jun
clean puck marks on walls if not painting	x	ok	24-Sep
wood chip by outside sign	holtz	yes	14-May
remove and clean all light covers	volunteers	yes	23-Sep
clean all vents	volunteers	yes	23-Sep
finish down spouts			
clean out room behind concessions	Devenport/Petersen	yes	7-Jul
organize electrical room	Sarauer	yes	26-Sep
repaint parking lot stripes	N/R Asphalt	yes	20-Jul
install outlet covers	petersen	yes	20-Sep
paint green storage lockers	Breckenridge	yes	4-Aug
clean gutters	pfaff	yes	1-Sep
clean out all garbage containers w/ bleach	petersen	yes	20-Sep
ref room - remove lockers	petersen/schairer	yes	2-Aug
ref room - paint	meyer	yes	4-Aug
ref room - replace lights	meyer	yes	4-Aug
ref room - bleach & paint shower			

move blue & white barrels outside	Haver	yes	18-Aug
<b>Lobby</b>			
paint all walls	Ruona / Guttormson	yes	4-Aug
change burned out lights	McCardle / Beversdorf	yes	4-Aug
repaint black table legs	petersen	yes	23-Sep
bleach chairs	kandel	yes	4-Aug
bleach white tables	schmidt	yes	4-Aug
fill holes in the walls	petersen	yes	9-Jun
remove tape from windows	haver	yes	8-Jul
clean light covers	beversdorf	yes	4-Aug
clean vents	beversdorf	yes	4-Aug
paint 4 doors to rink	Prange	yes	21-Aug
clean out ash tray	petersen	yes	12-Jun
clean glass inside and out	mccardle	yes	4-Aug
install new trophy shelf	Schairer/Petersen/Prange	yes	25-Aug
clean and display trophies	Sullivan/Petersen/McCardle	yes	25-Aug
paint vent above video games	haver	yes	11-Jul
pressure wash exterior entrance area	prange	yes	17-Jul
pull out video games and clean behind	Haver	yes	11-Jul
clean the video games	Haver	yes	11-Jul
wash entrance rugs (pressure wash?)	kandel / breckenridge	yes	4-Aug

<b>Compressor Room</b>			
check warning lights	petersen	yes	5-Aug
unplug cooling tower spray nozzles	petersen		
annual maintenance	kramer	yes	19-Sep
clean up brine on floor			
check auto dialer	petersen	yes	26-Sep
organize desk	petersen	yes	22-Sep
update cooling tower system	petersen	yes	3-May
organize room			
paint system	no	no	no