

# Preservation Maintenance Tip Sheet

## Scheduling

- Create and maintain a Preventative Maintenance Schedule based off of:
  - Regular walk-throughs and evaluations all of the buildings and grounds.
  - Established cyclical maintenance tasks.
  - Actions classified as either emergency or stabilizing.
  - Correcting deferred maintenance.
  - The implementation of various focus projects.
  - Slowing down the flow of deterioration through preservation maintenance.
- Learn and use the cycle types (routine, weekly, seasonal, quarterly, semi-annual, annual, and long-term)
- Make weekly schedules to include maintenance staff, house care staff, and volunteers to continue the preservation cycle.

## Staffing

- Train full-time, part-time, and seasonal staff for preservation maintenance in their areas.
- Hand out staff assignments regularly.
- Assign tasks to the right people based off of their training, ability, and time.
- Determine when to have work done by staff or hire it out to contractors.
- Plan for the orientation of new staff.
- Establish methods of accountability (informal-verbal, formal-written, and electronic) to ensure work is timely and meets standards.

## Funding

- Target areas that need attention and budgeting.
- Recognize the economic saving and outcomes, both long-term and short-term.
- Plan for funding and grant writing for short-term and long-term special projects.