

VAA Building Maintenance And Preservation
Responsibilities
December 1, 2004

The President gives a member of the Board of Directors the responsibility for the Maintenance and Preservation of the Valley Athletic Association Field House. The primary function is to maintain the building and associated equipment in a serviceable condition.

1. Upkeep of the physical condition of the building
 - a. Annual Building Inspections
 1. Inspect the Field House Roof (Late Spring) Checking General Condition of Shingles and Awning.
 2. Inspect Exterior of the Field House
 3. Ensure Field House Fire Extinguishers are inspected and Serviced annually. Generally inspected by Apple Valley Fire Department April of each year.
Fire Extinguishers are Serviced by:
Extinguisher Service Company
952-469-4004
 - b. Upkeep and Maintenance of the Heating and Cooling Systems
 1. Setting Thermostat for Spring (AC) and Fall (Heat)
 2. Spring-Clean AC Coils/Fall-Clean & Cover AC
 3. Ensure Furnace Filters are Changed Quarterly or as needed. Ensure a Supply of Filter is Maintained.
 - c. Spring and Fall Grounds Clean Up
 1. Spring Lay New Mulch/Trim Bushes
 2. Fall Winterize Outside of Building/Trim Bushes
 - d. Upkeep of the Lighting and other Electrical Systems
Maintain Stock of Required Light Bulbs
 - e. Pest Control
 - f. Upkeep of the Tables, and Chairs.
 - g. Annually Review of the Cleaning Personnel Performance. This is done with the VVA Secretary.
 - h. Review of the Trash Service Annually
Dicks Sanitation
469-2239/5161
POC for Problems is Greg (Pick Up Supervisor)
 - i. Snow Removal
 1. Ensure Snow Shovels are serviceable
 2. Ensure Salt is Available from October through April
 3. Ensure Snow is removed from immediate around Entry way into the Field House.
2. Key Control
See Key Control Policy letter
3. Field House and Garage Physical Security
 - a. Inspect on a Quarterly basis the Condition of All Doors and Windows
 - b. Change the Combination to the Field House Office Annually.
 - c. Maintain Listing (With the VAA Secretary) of the Combinations of the Sports Storage Areas.
 - d. For Combination Changes and Issues with Keys Contact:
Floyd Security
952-881-5625
Fax 952-703-1509
4. Upkeep of the Garage Area and Associated Storage Facilities

- a. Maintenance of the VAA Golf Cart
 - 1. Spring Perform Maintenance Prep for Use in Spring & Summer
 - 2. Prepare for Winter Storage
 - b. Maintenance of the VA Four Wheeler
 - 1. Spring Perform Maintenance Prep for Use in Spring & Summer
 - 2. Prepare for Winter Storage
 - c. Upkeep of the Attached Storage Areas
 - d. After Baseball/Softball and Football Season are Complete Supervise Area Clean up of Garage and Storage Facilities
5. Miscellaneous Duties
- a. Posting of Board and President Photographs
 - b. Engraving of President's Award and Volunteer of the Year Plaques
 - c. Maintenance and Stocking of the Building Soda Machine
6. Ensure Building Maintenance and Preservation POC's name is update on listings at the following Locations:
- Ace Hardware
 - Floyd Security
 - Apple Valley Park & Rec (Hayes Community Center)