

Lincoln Nursery School

Parent Job Manual

Maintenance

Last Updated:

Job Description:

Organize All-Parent Work Days and Maintenance Committee Work Day. All families are required to participate in a work day at either the beginning or end of the year. The Maintenance committee addresses all requests concerning maintenance, repair, or replacement of equipment and furnishings at LNS. Some committee members are asked to serve as a monthly Co-Chair, ready to respond to minor maintenance projects. Other members are asked to take on either a one-time project or an ongoing task (for example, maintaining and fixing the vacuum cleaners).

Before each work day, teachers are given a list of the routine tasks performed in their rooms and are asked to supplement the list with any new tasks they would like to have done. Everyone is asked to sign in at a work day, providing the chair with a permanent record of their attendance. The committee chair(s) should also work closely with the Enrollment Committee, making sure they have an up-to-date roster and therefore an accurate record of which families have fulfilled their work day obligations.

Fall Tasks:

- In Studio
 - Cleaning
 - Rug Shampooing
 - Painting
 - Installation/repair (installing shelves, hanging pictures, etc)
 - Unpacking
- Outside Studio
 - Reset all play spaces including green blocks and other play items)
 - Replace and spread sand/wood chips
 - Restaining/sealing fences (approximately every three years)
 - Repairs to train (including painting), climbing structure, mud kitchen, etc.
 - Rebuilding garden
 - Sail shade installation for climbing structure

Timeline:

- Ongoing Responsibilities
 - Coordinate with the Director and deCordova personnel to complete maintenance projects over the course of the school year
- August
 - Reach out to teachers and Nancy to find out what needs to be done inside/outside
 - Walk through studios and school to assess work required
 - Coordinate supply procurement (purchase, borrow, etc.)

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- Email Community with work date date and times
- June
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Additional Documentation:

- LNS has an account at Concord Lumber with Tax ID on file
- LNS Reimbursement Request Form
- Tax-Exemption Certificate

Reports to: Director