

ROYAL PELICAN CONDOMINIUM ASSOCIATION, INC.

Maintenance Coordinator – Task List

A list of on-going tasks done by the Royal Pelican Maintenance Coordinator include, but are not limited to:

- Maintain positive relations with owners, Board and property management
- Constantly look for areas of needed maintenance within common areas
- Repair what meets ability, and know whom to call when applicable
- Meet weekly with property management company
- Arranges all yearly inspections (fire, sprinkler, elevator, back flow preventer, pool, fire marshall, bugman, etc.)
- Maintain and ensure completion of Work Order requests
- Coordinate vendor visits and oversee performance
- Facilitate projects as assigned
- Maintain records for purchases and repairs
- Copy, print and post Board notices
- Maintain external and emergency lighting in buildings
- Maintain and change out lights and/or fixtures on walkways, stairwells and garages
- Clear out elevator pits
- Manage and stage garbage dumpsters and recycle bins
- Pressure wash and chemically treat dumpsters, as needed
- Clean dumpster rooms on a weekly and needed basis
- Maintain pool equipment
- Manage, service and/or repair pool heaters
- Repair pool chairs, as needed
- Coordinates landscaping work
- Spray for weeds in pool areas
- Repair grills and replace gas cylinders as needed
- Maintain work vehicle and tools
- Repair, replace, paint and number parking berms, as needed
- Set up and breakdown of equipment needed for all group events, such as meetings and activities
- Respond to alarms when on site
- 24 hour on call for emergencies and fire alarms
- Hurricane preparation and restoration when needed