



Standard Operating Procedure				SOP #:	RE-0114
Description:	External Building Maintenance				
Department:	Real Estate Asset Management (REAM)			Date Prepared:	4/25/2014
Reviewed By:	Steve Elmore	Approved By:	William G. Demouy	Effective Date:	Immediately
Previous Revision Date: 4/25/2014			Original Date Prepared: 4/25/2014		
Job Classification: All REAM Personnel					

**OPERATIONAL OVERVIEW:** Construct or maintain buildings/structures at City Facilities. Duties to include but not limited to: power washing, painting, new construction work, routine maintenance, etc.

**STANDARD PROCEDURAL STEPS:**

1. Maintain Public Buildings on a routine basis.
2. Inspect the facility to determine which activities are necessary.
3. Follow all safety procedures prior to commencing work.
4. Ensure that an adequate number of inlet protection devices such as filter fabric, sand bags, wattles of any other item needed to perform necessary work is on site.
5. Do not dump liquids or materials outside of building or structure. Dispose appropriately in a covered trash receptacle.
6. Drums and containers should be labeled, secured with a lid, and in good condition. Store drums and containers indoors inside of secondary containment, unless empty.
7. Pick up trash and debris daily.
8. Properly maintain all storm drains, ditches, catch basins, inlets, etc. on the property.
9. Keep work areas neat, sweep at the end of the workday and properly dispose of all waste.
10. Use only water to clean exterior of buildings or structures where discharge cannot be prevented from entering the storm water system.
11. Remove debris prior to pressure washing using dry cleanup methods.
12. After pressure washing, filter out and dispose of any solids from the wash water.
13. Mop or vacuum up the wash water and dispose of it in the sanitary sewer system and not the storm water system.
14. Wash vehicles and equipment in a designated area where waste water goes into sanitary sewer system and not storm water system.
15. When fueling vehicles or equipment, park close to the pump to avoid spillage.
16. Do not top off fuel tanks or leave your vehicle or equipment unattended during the fueling process.
17. Cleanup small spills and leaks immediately with absorbent pads or other dry material.
18. If the spill or leak cannot be contained with materials on hand, notify the Department Supervisor or contact the Environmental Specialist (office: 208-7594; cell 281-6408).
19. Ensure employees are trained in above operations and storm water pollution prevention.
20. Ensure employees know how to recognize and report illegal discharges, connections or disposals.
21. Maintain a copy of all employees trained in above operations and storm water pollution prevention.