

# Infrastructure and Maintenance Unit Leader Job Action Sheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Reports to: \_\_\_\_\_

Item	Completed	Initials
Brief supervisor as needed		
Ensure communications equipment is operational and extra batteries are available		
Check and ensure safety of surrounding areas (secure loose outdoor equipment and furniture)		
Secure exterior doors and windows		
Check/fuel emergency generator and switch to alternative power as necessary		
Alert Department Heads of equipment supported by emergency generator		
If pump or switch on emergency generator is controlled electrically, install manual pump or switch		
Ensure readiness of buildings and grounds		
Call fire department if applicable		
Conduct inventory of vehicles, tools and equipment and report to administrative service		
Fuel vehicles		

Item	Completed	Initials
Identify shut off valves and switches for gas, oil, water, and electricity and post charts to inform personnel		
Identify hazardous and protective areas of facility and post locations		
Close down/secure facility in event of evacuation		
Ensure all needed equipment is in working order		
Document and report repairs/supplies needed for the building		
Ensure emergency lists are posted in appropriate areas		
Monitor fuel supplies and generators		
Be watchful for potential fire hazards, water leaks, water intrusion, or blocked facility access		
Determine need for additional security. *		
Ensure supplies and equipment are safe from theft. *		
Identify and mitigate outdoor threats to facility. *		

\* If your facility does not have dedicated Security Staff- otherwise, these duties would be assigned to Security.