



United Synagogue of Conservative Judaism
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From the USCJ Synagogue Resource Center
Synagogue Operations - II

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Contents include:

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Taking Care of “The House”

Information for House Committees and Those Supervising Maintenance

Files

- a. All architectural and associated drawings should be catalogued and maintained in a safe, accessible file for reference amendment.
- b. All major revisions to the building should likewise be catalogued particularly electrical, fuel, plumbing and structural additions, deletion revisions
- c. All operational manuals, schematics, parts list etc. for major equipment should be filed. Likewise, warranty and guarantee information.
- d. Bids. Both current and past should be filed so as to provide a history of all supply and service companies with whom the Center has approached for repair and supply.
- e. Catalogs from major building supply companies.
- f. Minutes of House Committee meetings.

House Committee

- a. The committee should have members who are in the engineering or building ownership profession. The optimum make-up might include expertise in electrical, structural, plumbing, and heating/air conditioning engineering.
- b. It also helps if the Executive Director knows a little about their matters.
- c. The committee and the Director should meet periodically and accompanied by a liaison vice-president, perform a thorough walk-through of the entire facility. If the inspection is done on a working day when the Head Maintenance person is on duty and available, then all the better.

Head Maintenance person and staff

- a. Head of maintenance should be an experienced hands-on leader who will be responsible for selecting the staff, preparing work schedules and assignments, ordering supplies, conducting routine inspections, reporting to the Executive Director or House Committee chair with regard to emergency of impending conditions that require high-level decisions. For normal, predictable business, maintenance and director should meet daily.
- b. Staff. This category has two distinct sub-groups; cleaning & repairing. The latter of the sub-group, repairing, can be a source of potential cost and timesaving if the right personnel are selected. A staff composed of an electrician, plumber (but not gas or fuels), painters, carpenters and general mechanics can absorb many of these jobs that require outside companies to come in.

Preventive Maintenance

- a. The purpose of the walk-through by committee, director and maintenance head is primarily motivated by this need.
- b. Awareness by all employees from top to bottom. Everyone on staff from Rabbi to porter must contribute their own knowledge of situations that require building maintenance attention. Nothing observed or heard should be considered inconsequential until maintenance has its say in the matter.
- c. Serving companies. Service contracts must include the right for calling in a periodic inspection and preventive maintenance check-up. And each call must include a written report detailing the work done and advisement of possible future problems.

Service Contracts

- a. In selecting contracts from various bidders, beware of “apple vs. orange” comparisons. Buy what you need and vice versa. A good example is in the copier category. Know what your annual usage is, add on a safety margin of 10%, and then check that your contract covers all labor and parts for that length of time and number of copies. Conversely, when equipment is in a declining usage base, reconsider your contract for less coverage and even drop some deemed prudent.
- b. Service reliability. All other things being equal, nothing beats reliability and priority consideration from a service company. In air conditioning, for example, on the eve of a Holiday, it can be the most important asset a company can offer you.

Parts & Supplies

If your maintenance staff is composed of “do it yourselfers”, then the adjunct area for cost savings is in parts, tool, paint, etc.

Maintenance Shop

Again, assuming “do it yourself”, a room set aside for repairs is an asset in that it permits the rest of the Synagogue to continue on its daily business without being joined by repair personnel doing the work at the spot of the trouble. The broken desk, small motor, light fixture, etc. can be taken to the shop and repaired quicker and more efficiently where all the tools and parts are stocked.

SAMPLE: CARETAKERS CHECKLIST

Since we have no way of always knowing ahead of time when the building is required, ALL areas of the Synagogue must be spotless at all times.

DAILY CLEANING BUILDING

1. Vacuuming—rugs, furniture, upholstered benches in chapel and sanctuary.
2. Washing and polishing floors as needed.
3. Dusting.
4. Keeping glass object (doors, showcases, gift shop) clean of finger marks, etc.
5. Shampooing rugs as needed.
6. Wash garbage cans as needed.
7. Check and replace paper supplies in washrooms.
8. Brass should be polished on a regular basis.
9. Light fixtures cleaned once a month.
10. Bathrooms—including Rabbi's office.
11. Library shelves cleaned once a month.
12. Storage areas kept neat and clean.
13. Prayer book cabinet kept clean.
14. Supplies to be checked weekly—cleaning supplies, bulbs, paper products, drinks and ice.
15. Rooms not needed should be locked.
16. Tables and chairs to be put away as soon after function as possible.
17. Pictures cleaned regularly.
18. Sound system turned off unless needed.
19. Kitchen cleaned regularly.
20. During winter months—sidewalks and doorways cleaned of snow.
21. During summer—lawn cut and watered on regular basis; flowerbeds planted, weeded, and watered regularly; shrubs clipped.
22. Baseboards, ledges, tables, desks, phones etc. washed on a regular basis.

WEDDINGS, BAR/BAT MITZVAHS

1. Microphones and sound system in sanctuary—day before and day of wedding. (Stand-up microphone under canopy).
2. Tables set up. Get set-up from no later than 3 days prior to function.
3. Number on tables reserved.
4. Rabbi's dressing room—water, glasses.
5. Canopy set-up—florist or synagogue—and where.
6. Check that kiddush cup wine, bulb wrapped in napkin, candlesticks, candles and matches are on the table.
7. Kitchen must always be cleaned for receiving.
8. Have bride's room and groom's room cleaned and ready for use.
9. Sanctuary and chapel cleaned, vacuumed, etc.
10. Garbage emptied and plastic bags fitted properly in can at all times.
11. Air conditioners or blower on in building.
12. When liquor is delivered, cases should be marked with name of person.
13. Flowers in sanctuary for ceremony must be taken to auditorium stage after ceremony.
14. Where necessary extra tables to be positioned after ceremony.

N.B.

1. Parking lot lights to be put on whenever building is used in evening and turned off after everyone has departed.
2. Whoever is on evening duty must remain until the last guest and kitchen staff have left.

SAMPLE: CUSTODIAN'S WEEKLY DUTIES SHEET

1. Clean all classrooms.
2. Clean all offices.
3. Clean/vacuum all bathrooms, halls and stairwells. Replace bathroom supplies.
4. Clean/vacuum youth lounge.
5. Assist youth groups as needed from 5 pm-8pm.
6. Other duties may be needed.

MONDAY-FRIDAY

1. Clean all bathrooms. Replace bathroom supplies.
2. Clean all glass in lobbies and hallway windows and doors.
3. Vacuum chapel, bet midrash and library.
4. Sweep and mop gym floor. Sweep stage and stairs.
5. Set up rooms for evening use as needed. See daily schedule of meetings.
6. Broom clean all building exterior entrance areas under/near canopies.
7. Walk exterior of building and around property sidewalk/fence perimeter and remove all trash.

MONDAY

1. Clean bride's bathroom; vacuum and dust bride's room.
2. Sweep and mop coat room.
3. Sweep and mop main lobby near sanctuary.
4. Sweep and mop dairy kitchen floor. Clean all surfaces with disinfectant.
5. Sweep and mop meat kitchen floor. Clean all surfaces with disinfectant.

TUESDAY

1. Special work as assigned.

WEDNESDAY

1. Clean sanctuary.
 - a. Empty book holders of rubbish on pew backs.
 - b. Vacuum/mop tile floor between pews.
 - c. Vacuum all carpeting.
 - d. Remove any food stains from carpeting with spot remover.
 - e. Dust bimah area.
 - f. Polish bimah area.
 - g. Remove any live floral arrangements and dispose of properly.

THURSDAY

1. Special work as assigned.

FRIDAY

1. Prepare classrooms for Sunday classes.
2. Clean/vacuum all offices.
3. Clean/vacuum all bathrooms, halls and stairwells. Replace bathroom supplies as needed.
4. Clean youth lounge.
5. Prepare building for Saturday services. Place table in mail lobby and add any items needed for Saturday services (Kippot, head coverings, etc.). Arrange talleism on rack.

SAMPLE: SUMMER MAINTENANCE PROJECTS

1. Executive Director Office

- a. Clean windows, tracks and blinds.
- b. Shampoo carpet.

2. All Offices

- a. Touch up paint on doors and walls. Repaint as needed.
- b. Shampoo carpet.
- c. Clean windows, tracks and blinds.

3. Rear Office Storage Area

- a. Strip and wax tile floors.
- b. Touch up paint on walls.

4. Upper Entrance Foyer

- a. Paint walls and ceiling.
- b. Check chimney on roof for cracks and repair to prevent future leaks.
- c. Install "Night Bell" sign on exterior of entry door.
- d. Clean glass on main bulletin boards.
- e. Clean windows, tracks and blinds.

9. Upper Entrance Exterior Canopy

- a. Scrape and paint railings.

10. Parking lot—Upper Level

- b. Remove gratings and remove excess dirt from catch basins.
- c. Straighten & reset "Do Not Enter" sign.
- d. Remove and replace dead shrubs.
- e. Install new construction sign near driveway entrance.
- f. Install two "Space Reserved" signs for Exec. Director & Youth Director.
- g. Install new construction sign.

11. Upper Nursery Playground

- h. Remove gratings over catch basins and clean out excess sand from pit.
- m. Repair/replace back exterior wall of playhouse. Paint playhouse.
- n. Remove sand from storage shed floor. Clean shed. Apply Thompson's Waterseal or similar to exterior of shed.
- i. Remove rocks near playground gate and bricks from along fence.
- j. Add sand to sandbox.
- k. Install indoor/outdoor carpet behind playhouse to prevent erosion.
- l. Stake down railroad ties along perimeter fence to prevent them from moving.
- m. Replace trash can covers.
- n. Dispose of broken bench. Paint other bench. Set up and install new bench received.

12. Upper Level Lawn near Building

- a. Remove dead grass near building wall and reseed area.

13. Religious School Director's Office

- a. Paint walls and doors.
- b. Shampoo carpet.
- c. Install coat hook on wall behind entry door.
- d. Clean window, tracks and blinds.

14. Main School Lobby

- b. Touch up paint.

- c. Shampoo carpet.
- d. Install coat hook on wall behind entry door.
- e. Clean window, tracks and blinds.

15. Main School Lobby

- b. Touch up paint.
- c. Clean windows, tracks and blinds.
- d. Shampoo carpet.
- e. Touch up paint on walls and entry door.

15. Boys' Bathrooms

- a. Paint or touch up entry door and frame.
- b. Clean dust from exhaust fan/remove grille.
- c. Touch up paint on rusted areas on overhead and pipes.
- d. Strip and wax floors.

16. Girls' Bathrooms

- a. Check vanity, repair as needed.
- b. Paint stalls
- b. Strip and wax floor.
- c. Paint walls.

17. School Hallway

- a. Touch up paint on walls as needed.
- b. Shampoo carpet.

18. Classrooms

- a. Strip & wax floors.
- b. Clean windows, tracks and blinds.
- c. Touch up paint on walls.
- d. Patch small holes on ceiling and touch up with paint.
- e. Clean/touch up entry door and transom as required.
- f. Touch up paint on rear brick wall and paint all other walls.
- g. Touch up closet doors and trim.
- h. Remove shelving and install new closet on wall to left of entry door.
- i. Install new storage cabinets on wall to left of entry door.
- j. Replace broken floor tiles.
- k. Shampoo carpet.

SAMPLE:

CRITERIA FOR EVALUATING THE MAINTENANCE OF SYNAGOGUE BUILDINGS

A. Does the custodial staff...

1. Air the Synagogue before Divine Services and keep it properly ventilated?
2. Dust all furniture and equipment, vacuum, sweep, mop, wax floors as needed?
3. Provide and arrange furniture for all regular and special meetings and special programs? Place furniture back in order when program is finished?
4. Operate heating plant to achieve economy and efficiency? (boilers, valves, pipes, etc. should be inspected, cleaned, adjusted, and repaired at least once a year and more often if required).
5. Keep rooms as cool as possible in the summer?
6. Make all minor repairs?
7. Have on hand a good set of tools?
8. Have inventory of tools posted?
9. Repair broken window glass, fix school chairs and desks, etc....?
10. Pain where necessary?
11. Plan major repairs in the summer when synagogue activities are at a minimum?
12. Oil everything that squeaks? (locks, doors, hinges, etc.)
13. Keep all equipment, tools clean and in serviceable condition?
14. Wash windows, glass doors, bookcases, etc.?
15. Unlock and open doors as required for all meetings? At close of meetings see that lights are turned out, water turned off, fore banked and under control, doors and windows locked.
16. Clean toilets, furnish paper towels, soap, and other supplies as needed?
17. Provide water and vases for flowers?
18. Keep clocks wound and regulated?
19. Check thermostats?
20. Seed ground, water, weed, and cut lawn as needed?
21. Clear yards and alleys of paper and rubbish daily?
22. Trim hedges, trees, rake leaves, etc.?
23. Keep sidewalk swept, entrances and exit clean? (In winter, clear off snow and ice?)
24. Set up copy for bulletin board as directed?
25. Raise and lower the flag on special days?
26. Keep sidewalks in repair?
27. Keep outlets, switches, plugs and extensions in good, safe, working condition?
28. Wash lamps to ensure maximum light?
29. Keep supplies of lamp, switches, fuses, etc. on hand at all times?
30. Provide for someone who is familiar with the lighting system of the building to be present at all times?
31. Take proper precautions against destruction by erecting guards, fences, etc.?
32. Take care in the conservation of supplies, use of electricity, etc.?
33. Use the fuel which is most useful and economical for your heating system?
34. Use an efficient system for removal of ashes and garbage?
35. Make provisions to avoid overheating water for showers etc. and thereby affect economies?
36. Keep supplies under lock and key and proper safeguards taken to prevent breakage and theft?
37. Inspect motors, fans, pumps, and other equipment regularly and clean, oil, and check for maximum efficiency?
38. Provide for proper safeguards against accidents?
39. Inspect roof periodically, check gutters, etc. cleaned at regular intervals?
40. Cover cloth furniture, wash or clean and repair when necessary?
41. Take down the drapes, curtains, and other hangings for cleaning and repairing at certain intervals?
42. Clean the carpets when necessary?
43. Have they taken necessary precautions to prevent odors in the building?
44. Do they take proper precautions to exterminate rodents, roaches, and other insects?
45. Do they have access to building management pamphlets published by the Jewish Welfare Board?