

Classification of Site/Facility Work

The first columns of this table are part of every operation and will never be eliminated. Both columns categorize reactive work — something that needs to happen before staff or volunteers can perform their work. Just because the tasks are labeled “reactive,” does not mean that it is “bad” or someone is not doing their job.

However some items in the second column can be prevented, e.g., services can be done prior to the item

breaking. For example, if the camp had done an annual walk-through inspection three months prior to the roof leaking, he or she would have noticed that some of the shingles were damaged. By replacing shingles, the camp could have prevented the roof from leaking, saved money from water damage, and prevented revenue loss from the building not being used.

Guest Services <i>"Readiness and hospitality for guests and campers"</i>	Corrective or Breakdown Maintenance <i>"Broken"</i>	Preventive or Scheduled Maintenance <i>"Preventing it from breaking"</i>	Upgrades <i>"A better way"</i>
Reactive	Reactive	Proactive	Proactive
<ul style="list-style-type: none"> • Cut grass. • Turn up the heat in a building for an incoming group. • Rake the leaves in the fall. • Empty the recycling collection points. • Shovel snow off the sidewalks. • Re-stock supplies. • Clean after a group leaves. • Move participant gear. 	<ul style="list-style-type: none"> • Clean muddy carpets often. • Unclog sewer lines. • Repair leaking roof. • Replace damaged door gaskets because stove door wasn't closing. • Fix broken table leg. • Remove a tree after it has caused damage to a building. 	<ul style="list-style-type: none"> • Install grates and mats outside of doors to minimize mud coming onto floors. • Regularly change HVAC filters, oil motors, etc. • Re-stain the log siding to preserve the wood. • Replace roof shingles that are in poor condition. • Tighten table legs. • Remove hazardous trees. 	<ul style="list-style-type: none"> • Replace the gate to allow for larger service vehicles. • Reroute the trail to eliminate erosion problems due to steep slope. • Replace corroded waterline, rather than continually servicing it. • Restore vegetation. • Change a flat roof to one with a pitch to prevent water from sitting.