

FACILITY MANAGER

You Report To: _____ (MNS Site Manager)

You Supervise: _____ (Any Assigned Personnel)

Command Center: _____ **Telephone:** _____

Mission: Ensure client and staff' needs are met in the facility. Ensure all areas of the shelter are clean, and secure. Assist with the set-up, maintenance, and demobilization of the facility. Help organize, manage, and support building systems, equipment and supplies. Ensure proper cleaning and disinfection of shelter environment.

SHIFT CHECKLIST

Immediate: Initial actions to be done upon site activation

	Report to shelter-site. Review plans, checklists and position responsibilities. Familiarize self with supply list and storage area.
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	Locate, review and implement the MNS Plan
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	Review Job Action Sheets.
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	Conduct a comprehensive facility status report. Perform facility walk through assessment, take photographs if necessary, and complete appropriate paperwork as necessary.
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Ongoing: Responsibilities and actions to ensure effective site operations

	Address problems arising in the facility such as power/lighting outages, plumbing issues, and HVAC concerns.
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	Report to MNS Site Manager to discuss issues or concerns daily.
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	Assist in keeping the facility clean. Assist in disposing of garbage and maintain routine waste collection.
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	Help ensure access to potable and non-potable water, power, telecommunications, computers, ADA accommodations, secure facility cleaning.
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	Maintain documentation for reporting purposes.
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Shift Change/Deactivation (event contained, response completed)

	Complete facility walk through assessment post deactivation, take photographs as necessary, and complete appropriate paperwork as necessary.
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	Ensure that all waste, cache items, and other materials are removed from site and that facility is properly cleaned before shelter unit leaves.
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	Coordinate on-site and/or off-site disposal of medical shelter materials. Some waste must be disposed according to biohazard waste standards.
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	Assist in cleaning the facility and return all equipment and supplies to their original location.
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