

CAFB Volunteer Handyperson Needed

We are looking for a volunteer who has a few hours a week to help out at our building with general maintenance. If you can spare some time and are “handy” with tools and fixing things around your house, we’d love to talk to you!

Skills

- Good with hardware tools and electrical equipment
- Basic understanding of electrical, plumbing or HVAC systems
- Good communication ability
- Well-organized and a good problem-solver
- High attention to detail

Responsibilities

- Undertake light installation or assembly (Example: rolling cart, etc.)
- Identify and report the need for major repairs
- Perform maintenance and light repairs as needed such as:
 - Anchor a bookcase to a wall.
 - Spackle a hole or scuff.
 - Fix a leaky faucet.
 - Unclog a drain.
 - Patching and painting; minor sheetrock repairs as needed
 - Ensure all ceiling tiles are replaced as needed; replenish stock as needed
 - Hang pictures when requested
- Check A/C thermostats and units to make sure they are in working order
 - Assist tradespeople with electrical, plumbing or HVAC repairs
- Check mechanical equipment in building to make sure it’s in good working order or repaired as necessary. (Communicate with Administrative Coordinate for service calls as needed).
- Check indoor and outdoor lighting to make sure it is working properly
- General building maintenance to ensure a well operating environment indoors as well as outdoors.
- Paint and fill gaps or crevices (on walls, sidewalks etc.) as needed
- Other duties as they arise

For more information or to volunteer, contact **Cathy Zapalac** at CZapalac@cafb.org.