

MAINTENANCE SKILLS CHECKLIST

NAME:

PHONE #:

Position Applying For:

Skill Level			Own Tools for This Work		
None	Some	Much	No	Some	100%

BASIC SKILLS (GROUNDSKEEPER)

Grounds							
Mow grass							
Weed eat and edge grass							
Operate Blower							
Locks							
Install a Deadbolt							
Remove / Replace Knobs							
Install Pin Locks - Windows + doors							
Painting							
Paint Interior Walls - Roller & Brush							
Paint Interior Trim							
Refinish tubs / sinks							
Flooring							
Steam Clean Carpets							
Stretch Carpet							
Install Tack Strip & Carpet Transitions							
Remove Vinyl Tile							
Lay Vinyl Tile							
Lay Vinyl Plank							
Lay Rol Vinyl							
HVAC							
Replace Filters							
Light Pilots							
Electrical							
Replace Bulbs							
Replace Light Fixtures							
Hang Ceiling Fans							
Plumbing							
Change Out Toilet Tank Parts							
Install Toilet							
Replace Faucets & Handles							
Remove / Replace P-Trap							
Remove / Replace Sink Drain Basket							
Replace Broken PVC							
Appliances							
Unstick garbage disposal							
Light Hot Water Heater							
Replace Dishwasher							
Install Oven + Range Elements							
Install Electric Oven Pigtail							
Replace Gas Oven							
Other							
Install Smoke Alarms							
Cut Base + Trim							
Install Baseboards + Trim							
Replace Doors							
Remove Wallpaper							
Cleaning -- Rate Skill 1 - 4 (4 = Excellent)		#			XXXXX	XXXXXX	XXXXXXXXXXXXX
English / Spanish Bilingual					XXXXX	XXXXXX	XXXXXXXXXXXXX

NAME: P. 2	Skill Level			Own Tools for This Work		
	None	Some	Much	No	Some	All Required
INTERMEDIATE SKILLS (MAINTENANCE TECHNICIAN)						
FLOORING / WOOD						
Replace Subfloor (Partial)						
Replace Subfloor (All)						
Repair carpet with patches						
Lay Ceramic Tile _____ yrs experience						
Tile Tub Surrounds w/Decorative						
Compensate for glass tile w/in ceramic						
Lay Interlocking Laminates						
Lay Interlocking Wood						
Hang Door						
Build + Replace Door Frame						
Painting						
Operate Conventional Sprayer						
# _____ yrs experience w/Sprayer						
Operate Airless Sprayer						
# _____ yrs experience w/Sprayer						
Match Texture						
Knockdown _____ O.Peel _____ Drag _____ Sand _____ Popcorn _____						
HVAC						
Perform Preventative Maintenance						
Replace Thermostat						
Replace Fan Motor						
Remove, Clean + Replace coil						
Recharge with Freon						
Electrical						
Replace Breakers						
Replace Sockets						
Run New Wire + Boxes						
Appliances						
Replace Garbage Disposal						
Install Kitchen Cabinets						
Install Kitchen counter tops						
Cut Kitchen counter tops or sink						
Screens / Windows						
Install Replacement Windows						
Cut Window Glass						
Install Window Glass						
Cut Plexiglas						
Install Plexiglas						
Repair Screens						
Install Pin Locks						
Make Alluminum Screens						
Plumbing						
Install Hot Water Heater						
Gas _____ Electric _____						
Flush Out Hot Water Heaters						
Replace Thermocouple						
Replace Washers Inside Faucet						
Replace Sinks - Both Kitchen & Vanity						
Use Auger / Sewer Snake						
Repair Copper Pipe, Incl. Soddering						
Repair Galvanized Pipe						
Run / Reroute Gas Pipe						

NAME: P. 3	Skill Level			Own Tools for This Work		
	Low	Mderate	High	No	Some	All Required
ADVANCED SKILLS (SENIOR MAINTENANCE TECHNICIAN)						
HVAC						
Diagnose Problems						
Replace Compressor						
Replace Evaporator						
Replace Condensing Unit						
Charge with Freon						
Electrical						
Replace Panel Box						
Troubleshoot Electrical Problems						
Appliances						
Recharge Refrigerator Freon						
Install Refrigerator Thermostat						
Install Refrigerator Fan						
Install Oven Thermostat						
Repair Washing Machines						
Repair Dryers						
Other						
Make Cabinet Drawers						
Repair Roof Flashing						
Replace Roof Shingles						
Repair Flat Roofs						
Repair Asphalt Driveways						
Repair Concrete Drives / Sidewalks						

OTHER SKILLS:

Licenses and/or Certifications You Hold Which Relate to Duties Above:

Have Your Licenses and/or Certification Ever Been Denied, Revoked or Limited?
Why?

Please Check Which of The Following Tools You Own	Please Answer Questions Below
Paint Brushes + Roller	Do you have a valid Driver's License?
Caulk Gun	
Flashlight / Headlamp	
Utility Knife	
Cordless Drill	
Screwdrivers - Phillips + Flat	
Level	
Hammer	
Crowbar	
Air Compressor	
Texture Hopper	Do you have a vehicle with current tags & Insurance? Describe your vehicle:
Mud Pan & Spatulas	
Scribe	
Plumbing Auger	
Electric Plumbing Auger	
Ratchets	
Ladder 6'+	
Saw Horses (min. 2)	
Skill Saw	
Saber Saw / Sawzall	
Jigsaw	Can you pass a drug test?
Chopsaw	
Tile Cutter	
	Do you smoke?
	Briefly describe any criminal background: