

Town of Pelham Operations: COVID-19 Service Levels
Operations Division : Fleet & Facilities

Staffing Levels	Planned			COVID-19			
	FTE	24hrs	Total	FTE	24hrs	Total	% Compliment
Facilities	1	1	2	1	1	2	100%
Fleet	1	0	1	1	0	1	100%
		Division total	3		Division Total		100%

	Service	Normal	Covid
Fleet (41 vehicles & 41 pieces of equipment)	General Maintenance	Daily	Weekly
	Annual Safety	Monthly	Twice Weekly
	Repairs	Daily	Quarterly
	Winter Fleet Preparation/decommission	Annually	Quarterly
	Summer Fleet Preparation/Decommission	Annually	Quarterly
	Preventative Maintenance HVAC	Weekly	Monthly
Facilities Maintenance (14 Facilities)	Building Repairs / Maintenance	As per request/daily	Spring & Fall
	Plumbing Winterizing	Annually	Weekly - Identified Locations
	Building inspection/monitoring	Weekly	As Requested
	Painting	As planned	Annually as per NFPA
	Improvement projects	As requested	On hold