

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER		
Facilities Management		
POLICY AND PROCEDURES		
SUBJECT:	CARPENTER DUTIES	Policy No.: 303
Reviewed:	February 2018	Supersedes: April 2011
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Responsible for all phases of commercial construction from rough work to finish work including but not limited to:

- Reading and interpreting blueprints, fire codes and Americans with disabilities codes (ADA) and other applicable codes to insure compliance.
- Framing of structural and non-structural wood and metal stud walls, ceiling, floors etc.
- Installation and repair of insulation and Sheetrock.
- Installation and repair of fire rated and non-fire rated doors and jambs and related hardware.
- Installation and repair of fire rated and non-fire rated acoustical ceilings.
- Installation and repair of fire rated and non-fire rated panic hardware.
- Installation and repair of all types of fire rated and non-fire rated door closures and related hardware.
- Checks and repairs all existing fire doors and smoke doors throughout hospital.
(This is done once a month)
- Installation and repair of floor tile, carpet and rubber cove base etc.
- Designs and fabricates forms for foundations, sidewalks, ramps etc.
- Installation and repair of concrete for foundations, sidewalks, ramps, curbs etc.
- Installation and repair of concrete and wood handicapped ramps.
- Installation and repairs of modular furniture.
- Repairs all types of office furniture and chairs etc.
- Installation and retrofit of cabinets and equipment to meet earthquake restraint requirements.
- Fabricates and installs custom-made cabinets/ casework.
- Designs, fabricates and installs projects for special needs patients, Surgery, Cast Room and Patient Therapy, Occupational Therapy Departments.
- Installations and repair of glass, windows, screens and related hardware.
- Repairs and re-roofs buildings.
- Installs and repairs soap dispensers, towel boxes, glove boxes, needle boxes, mirrors, safety mirrors etc.
- Installs and repairs write on / wipe off boards, bulletin boards, chalkboards etc.
- Installs structural reinforcement for TV brackets, projection screens etc.
- Operates light duty and medium Duty County vehicles.
- Operates construction equipment i.e. Back hoes, fork lifts etc. (after training class).
- Operates all types of manual, electrical and pneumatic tools related to the trade, (After training class).
- In a disaster does structural assessment and shores up damaged buildings and does search and rescue as needed.
- Fabricates and installs scaffolding.
- Assists other trades to accomplish their task i.e. Opening up wall, installing backing, removing ceiling etc.

PD: dk