



North Valley Animal Disaster Group Standard Operating Guidelines

Title: FACILITY MANAGER

Objective: Organization and coordination of storage and maintenance at facilities

Description:

Responsibilities include:

- The Facility Manager(s) will report to the Executive Director
- Coordinate with other Facility Managers and the Executive Director to assure the most efficient strategy for effective storage and deployment of physical resources
- Coordinate maintenance, upgrades, and construction at facilities
- Assure that security is maintained (gates, fencing, alarm, cameras, etc.)
- Maintain a clean and neat appearance (landscape, clutter, etc.)
- If appropriate, coordinate with landlord
- Report to the Executive Director if there are any utility issues such as water, electrical, internet, waste management, security, pest control, etc.
- Nothing in this SOG shall dictate that the Facility Manager is the one that should be doing the actual physical work. It is their responsibility to coordinate and supervise.
- Maintain an accurate inventory of equipment and supplies

Related Documents Attached: n/a

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