

## **DAIS Facilities Prioritization**

Prioritization of DAIS facilities issues and concerns are based on the following factors:

1. **SAFETY** – Facilities concerns that may have implications for safety are immediately prioritized. Examples may include loose handrails, locks that need to be replaced, new windows in the shelter bedrooms, etc.
2. **DAMAGE TO BUILDING** – If there is a repair that needs to be done which may be creating more damage to the building by not being done immediately, we will try to prioritize it. An example would be a loose gutter hanging off the building which is pulling on the siding or other gutters.
3. **CLIENT NEEDS AND COMFORT** – This would include any repairs which impact consumer/client needs and comfort. Examples would be air conditioning and furnace repairs or replacement, new beds and dressers to maximize space in the bedrooms, etc. This would also include new appliances.
4. **STAFF AND VOLUNTEER NEEDS AND COMFORT** – This would include things which could create a more comfortable and welcoming work environment for our staff and volunteers. Examples would include repairs to the office walls, painting offices, cleaning, new desk chairs, etc.
5. **WISH LIST** – This would include things which we'd like to see happen within the building to make it a better environment for all but things which aren't a priority for safety. This would include new carpeting, etc.

Priority Levels are as follows:

**IMMEDIATE** = Repairs that require immediate attention and may require paying for outside services in order to remediate them as quickly as possible.

**A** = High priority. First level of repairs to be done based on volunteer or DAIS handyman availability. Usually within three months of identifying the issue.

**B** = Medium priority. Second level of repairs to be done based on volunteer or DAIS handyman availability. Usually within 6 months of identifying the issue.

**C** = Low priority. Third level of repairs to be done based on volunteer or DAIS handyman availability. Usually within 12 months of identifying the issue.