





Building facility maintenance management plan

This table provides a plan for facility maintenance and management of a building. It organizes tasks into categories, lists activities, assigns responsible persons, and specifies maintenance cycles and frequency.

 Facility Maintenance Components	 Activities	 Responsible Person	 Frequency
Building Exterior	<ul style="list-style-type: none">• Check roofing condition• Inspect windows• Check for leaks	James Gray	Annually
Lawns and Landscaping	<ul style="list-style-type: none">• Remove weeds and dead plants• Fertilize gardens• Inspect sprinkler system	Steve White	Quarterly
Lights	<ul style="list-style-type: none">• Replace globes• Inspect transformers• Check panels are tested and sealed	Liz Blackman	Annually
Electrical	<ul style="list-style-type: none">• Check for loose wires• Test outlets• Clean exhaust fans	Gary Holmes	Half yearly
Plumbing	<ul style="list-style-type: none">• Inspect drains for blockages• Check condenser fan• Inspect injection pumps	Julia Swanson	Annually
General Safety & Fire Protection	<ul style="list-style-type: none">• Replace smoke alarm batteries• Clean respirators• Recheck first aid kits	Jasmine Cooper	Quarterly
Add text here	<ul style="list-style-type: none">• Add text here	Add text here	Add text here

Sample Facility Maintenance Plan

N Colangelo



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