

[Company Name]

Office Maintenance Schedule

Area/Task	Frequency
Offices: Remove trash	Daily
Offices: Empty recycle bins	Weekly
Offices: Vacuum carpet	Weekly
Offices: Water indoor plants	Weekly
Offices: Clean office/computer equipment	Monthly
Offices: Wipe and oil furniture	Monthly
Offices: Clean windows	Quarterly
Offices: Clean window coverings	Semi-annually
Offices: Shampoo carpet	Semi-annually
Offices: Organize storage space	Semi-annually
Lobby/front desk: Remove trash	Daily
Lobby/front desk: Clean counter/reception area	Daily
Lobby/front desk: Empty recycle bins	Weekly
Lobby/front desk: Vacuum carpet	Weekly
Lobby/front desk: Water indoor plants	Weekly
Lobby/front desk: Clean office/computer equipment	Monthly
Lobby/front desk: Wipe and oil furniture	Monthly
Lobby/front desk: Clean windows	Quarterly
Lobby/front desk: Clean window coverings	Semi-annually
Lobby/front desk: Shampoo carpet	Semi-annually
Lobby/front desk: Organize storage space	Semi-annually
Lobby/front desk: Update displays	As needed
Restrooms: Clean toilets, sinks	Daily

Office Equipment Maintenance Checklist

**Joseph A. Demkin, American Institute
of Architects**



Office Equipment Maintenance Checklist:

Checklist, International Business Publications, 1968 **Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book** Deborah B. Proctor, Alexandra Patricia Adams, 2013-08-19 Procedure Checklist Manual for Kinn's The Medical Assistant **XY Dial Central Office Equipment**, 1958 *Technical Manual* United States Department of the Army, 1950 *Business Service Check List*, 1959 Monthly Catalog of United States Government Publications United States. Superintendent of Documents, 1968 February issue includes Appendix entitled Directory of United States Government periodicals and subscription publications September issue includes List of depository libraries June and December issues include semiannual index *National Association of Broadcasters Engineering Handbook* Graham A. Jones, David H. Layer, Thomas G. Osenkowsky, 2013-04-26 The NAB Engineering Handbook provides detailed information on virtually every aspect of the broadcast chain from news gathering program production and postproduction through master control and distribution links to transmission antennas RF propagation cable and satellite Hot topics covered include HD Radio HDTV 2 GHz broadcast auxiliary services EAS workflow metadata digital asset management advanced video and audio compression audio and video over IP and Internet broadcasting A wide range of related topics that engineers and managers need to understand are also covered including broadcast administration FCC practices technical standards security safety disaster planning facility planning project management and engineering management Basic principles and the latest technologies and issues are all addressed by respected professionals with first hand experience in the broadcast industry and manufacturing This edition has been fully revised and updated with 104 chapters and over 2000 pages The Engineering Handbook provides the single most comprehensive and accessible resource available for engineers and others working in production postproduction networks local stations equipment manufacturing or any of the associated areas of radio and television

The Architect's Handbook of Professional Practice Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket **Equipment Maintenance Log Book** Pers Book, 2021-01-25 Equipments Maintenance log book for accurate repairs and service of equipments Quick reference book to keep track of your maintenance and record keeping Product Details Personalize your equipment Log journal on the first page DATE TIME MAINTENANCE COMMENTS SIGNATURE Sized 8 x 10 Glossy paperback cover 120 pages to Equipment log Book Thick white acid free paper to reduce ink bleed through Great gift for friends family etc Every home has a unique set of maintenance needs based on its age location and car and upgrades Both veteran and new homeowners can get overwhelmed with the maintenance that is necessary to keep a home in good condition This book will help you stay on schedule or catch up

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