





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

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