Building Maintenance Schedule

Quarterly		Date last completed
Runbing	SOURCE - CHI - NO FIRE MANAGE SOUR - MORE	ALTERNATION ACTION AS
Faucots and shower heads	Check interior and exterior favorts for looks. Clean senstors. Replace washers if necessary.	
Crains	Osan with failing soda. Pour water down unused drains.	
Pipes	Drapect visible papes for leaks.	
Kitchen and bathroom cabinets	Check under and around for losis.	
Rollets	Check for stability and loaks.	
Water house	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.	
between		
Wood cabovits and trim	Apply a wood protectors.	
Interior doors	Lubricate tinges.	
Garage door	Lutricate hardware. Inspect mechanism for free travel.	
Window and door tracks	Check to see if weep holes are open. Clear out dirt and dust, Lubricate notions and latches.	
Basement or crawl space	Owck for cracks or any sign of dampness or leaks. Check for any evidence of terrelitos or wood- eating intects.	
Ceramic tile	Check and clean grout.	
flectrical and appliances		
Heating and cooling systems	Clean and replace filters if reconsury.	
Kitchen-exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.	
hefriguestor	Clean dust from top. Clean refrigerator drain pan, Clean and defrest frecesory.	
Dishwisher	Check for leaks.	
Wiring, electrical conto, and plugs	Check for wear or damage. Replace if recovury.	
Smoke detector	Test for proper operation and replace fullteries if necessary.	
On outles	Test for proper operation.	
taterior		
Foundation	Import visible areas, visits, and ducts for cracks, leaks, or blockages.	
Landscaping	Check for proper dramage.	
Concrete and asphalt	Our of and grosse.	

Sample Building Maintenance Plan

R. Dodge Woodson

Sample Building Maintenance Plan:

Managing Facilities for Results Cheryl Bryan, 2007-03-19 Carving out new service areas within existing space forgoing massive additions or expensive new buildings offers a cost effective solution for budget conscious libraries Building from the proven Results Series model this volume dovetails with the basics outlined in The New Planning for Results A Streamlined Approach This new hands on workbook in the Results Series guides library directors staff and boards through the process to Prioritize new services that need space Make plans and identify an appropriate location Present the case to funding authorities Conduct a gap analysis Find resources to reallocate and see what new items are needed Identify building professionals to assist with alterations It's supplemented with 23 workforms to support the information and collection process Three toolkits provide technical assistance on calculating square footage assessing the message and complying with the Americans with Disabilities Act ADA requirements With examples ranging from small to large small public libraries the process is equally valuable for school special and academic librarians who are faced with similar space repurposing challenges Any library can embrace these practical proven techniques for addressing community needs by creating a blueprint that prioritizes services and creates the space for them within their existing facility **Building Maintenance** Brian J.B. Wood, 2009-09-28 Maintaining a building is expensive it costs many times more to run a building over its lifetime than to build it yet maintenance is often not accorded the priority it warrants A poorly maintained building will be a drain on resources and will impair building use whereas a well maintained building will function smoothly and represent an appreciating asset to its owners Building Maintenance is a core text on the technical aspects of maintenance for undergraduate degree students on built environment courses particularly building surveying and facilities management It addresses the who what where when how and why of maintenance activities and shows that maintenance should be considered seriously at the design stage Extensive case studies illustrate what can go wrong how to put matters right and how to get it right first time next time A professional approach is required to building maintenance By encouraging maintenance managers to stand back and take a strategic view of building maintenance alongside their day to day tasks this book will help practitioners and students to achieve that The PBS Building Systems Program and Performance Specification for Office Buildings United States. Public Buildings Service, United States. Public Buildings Service. Office of Construction Management, 1975 OSHA Compliance Management Elsie Tai, 2000-12-21 Designed specifically for the needs preferences and styles distinct to long term care this OSHA Compliance Management A Guide for Long Term Health Care Facilities serves as an excellent working reference It focuses on priorities and provides you with the background and tools vital to achieving OSHA compliance and inspection preparedness In this user friendly practical hands on manual you get Inspection preparedness briefing materials that provide you with last minute advice and activities Real life scenarios offering hands on practical advice and directions to minimize liability Comprehensive policies with built in flexibility for designing

mandatory practices to best fit your organization's needs Summary discussions give you a guick concise overview of all the issues covered including historical significance current developments and cautionary notes Long term care documentation recordkeeping and management tools for streamlining activities and maximizing necessary expended efforts Step by step instructions for conducting and documenting specific types of assessments and information necessary for strategic decision and policy making Flow charts tables and other materials containing long term care specific statistics and decision tree processes Streamline your organization s processes save time and money avoid liability and improve safety management and performance OSHA Compliance Management A Guide for Long Term Health Care Facilities gives you a headstart in achieving OSHA compliance and being prepared for OSHA inspections Essentials of Residential Property Management Daleik A. Vaughn, 2025-06-18 This text provides students and instructors with an in depth exploration into the management of single family homes manufactured home parks and multi family residences It examines the essential principles and practices that underpin effective property management providing a historical overview of the property management profession The author also provides detailed discussions on the responsibilities of managing various types of residential properties including themes such as development and implementation of maintenance plans legal compliance financial management and risk migration In addition the book offers practical application legal aspects of property management and technological advances in the field highlighting modern tools to streamline operations and enhance communications Featuring learning objectives key terms review questions and practical examples for effective teaching and learning this text provides students with a thorough grounding in both the theoretical and practical aspects of residential property management preparing them for real world challenges Educational Facilities Richard Bauscher, E. Michael Poe, 2018-01-09 Aspiring new and old superintendents all want to have the BEST school facilities that are possible This fifth edition is the most comprehensive and up to date book on the market today in the planning of educational facilities A full chapter is devoted to school bond referendums along with a ten step proven process that has helped one of the authors achieve a 90 % passage rate with a yes vote average of 74% This text is a must for all university educational leadership programs as well as a great resource for superintendents facility directors and school business managers **Cost Planning** and Estimating for Facilities Maintenance RSMeans, R.S. Means Company, 1996-05-24 A comprehensive approach to maintenance and repair planning and budgeting for all major building types Facilities professionals faced with the task of providing higher quality services on smaller budgets will find guidance for evaluating and budgeting facilities operations maintaining and repairing major building components and assembling costs into a defensible budget **Introduction to** Facility Management Hester van Sprang, Bernard Drion, 2020-12-30 Introduction to Facility Management is a comprehensive introduction to the dynamic and diverse field of facility management FM It answers questions such as What is facility management What does a facility management professional do How can we classify facility management products and services How do you set up a facility management organisation How do you manage service processes using a master dashboard Reflecting on current events the book defines new and exciting roles for facility management professionals This first international edition of the bestselling Dutch Basisboek Facility Management describes global trends and developments and international FM standards and practices With contributions of thought leaders such as Diane Levine Jens Schl ter Michiel Bakker Elizabeth Nelson Nicolas White and Susanne Balslev Nielson Introduction to Facility Management is the first international book on facility management which is supplemented and commented on by facility management teachers and practitioners intriguingly and enthusiastically describes the full scope of the FM profession provides a theoretical framework and insight into FM practice

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Integrated Project Delivery for Building Infrastructure Opportunities Howard McKew,2023-12-12 This book examines in great detail the D B and IPD methods while touching on D B B and CM project deliveries In this vein the discussion regarding IPD is a variation from ASHRAE Technical Committee TC 7 1 Integrated Building Design IBD with the focus herein on HVAC Led IPD Opportunities by consulting engineers and mechanical contractors This IPD variation is also described later in the book as a 21st century version of what was 20th century D B project delivery although D B project delivery is still widely used

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techniques Scope of work Maintaining Mission Critical Systems in a 24/7 Environment Peter M. Curtis, 2007-04-13 The latest tested and proven strategies to maintain business resiliency and sustainability for our ever growing global digital economy Here is a comprehensive study of the fundamentals of mission critical systems which are designed to maintain ultra high reliability availability and resiliency of electrical mechanical and digital systems and eliminate costly downtime Readers learn all the skills needed to design fine tune operate and maintain mission critical equipment and systems Practical in focus the text helps readers configure and customize their designs to correspond to their organizations unique needs and risk tolerance Specific strategies are provided to deal with a wide range of contingencies from power failures to human error to fire In addition the author highlights measures that are mandated by policy and regulation The author of this text has worked in mission critical facilities engineering for more than twenty years serving clients in banking defense utilities energy and education environments His recommendations for maintaining essential operations are based on firsthand experience of what works and what does not Most chapters in this text concentrate on an individual component of the mission critical system including standby generators automatic transfer switches uninterruptible power supplies and fuel fire and battery systems For each component the author sets forth applications available models design choices standard operating procedures emergency action plans maintenance procedures and applicable codes and standards Extensive use of photographs and diagrams illustrates how individual components and integrated systems work With the rapid growth of e commerce and 24 7 business operations mission critical systems have moved to the forefront of concerns among both private and public operations Facilities engineers senior administrators and business continuity professionals involved in information technology and data center design should consult this text regularly to ensure they have done everything they can to protect and sustain their operations to reduce human error equipment failures and other critical events Adapted from material the author has used in academic and professional training programs this guide is also an ideal desktop reference and textbook

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