

Building Maintenance Schedule

This is a starting list; you may want to add or remove items by inserting and deleting rows in this worksheet.

Quarterly		Date last completed			
Plumbing					
Faucets and shower heads	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.				
Drains	Clean with baking soda. Pour water down unused drains.				
Pipes	Inspect visible pipes for leaks.				
Kitchen and bathroom cabinets	Check under and around for leaks.				
Toilets	Check for stability and leaks.				
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.				
Interior					
Wood cabinets and trim	Apply a wood protectant.				
Interior doors	Lubricate hinges.				
Garage door	Lubricate hardware. Inspect mechanism for free travel.				
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.				
Basement or crawl space	Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.				
Ceramic tile	Check and clean grout.				
Electrical and appliances					
Heating and cooling systems	Clean and replace filters if necessary.				
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.				
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.				
Dishwasher	Check for leaks.				
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.				
Smoke detector	Test for proper operation and replace batteries if necessary.				
GFI outlets	Test for proper operation.				
Exterior					
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.				
Landscaping	Check for proper drainage.				
Concrete and asphalt	Clean oil and grease.				

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R Sanford



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Table of Contents Sample Building Maintenance Plan

1. Understanding the eBook Sample Building Maintenance Plan
 - The Rise of Digital Reading Sample Building Maintenance Plan
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Building Maintenance Plan
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Building Maintenance Plan
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Building Maintenance Plan

- Personalized Recommendations
- Sample Building Maintenance Plan User Reviews and Ratings
- Sample Building Maintenance Plan and Bestseller Lists
- 5. Accessing Sample Building Maintenance Plan Free and Paid eBooks
 - Sample Building Maintenance Plan Public Domain eBooks
 - Sample Building Maintenance Plan eBook Subscription Services
 - Sample Building Maintenance Plan Budget-Friendly Options
- 6. Navigating Sample Building Maintenance Plan eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Building Maintenance Plan Compatibility with Devices
 - Sample Building Maintenance Plan Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Building Maintenance Plan
 - Highlighting and Note-Taking Sample Building Maintenance Plan
 - Interactive Elements Sample Building Maintenance Plan
- 8. Staying Engaged with Sample Building Maintenance Plan
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Building Maintenance Plan
- 9. Balancing eBooks and Physical Books Sample Building Maintenance Plan
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Building Maintenance Plan
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Building Maintenance Plan
 - Setting Reading Goals Sample Building Maintenance Plan
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Building Maintenance Plan

- Fact-Checking eBook Content of Sample Building Maintenance Plan
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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