

Facility Maintenance Schedule

This is a starting list; you may want to add or remove items by meeting and listing tasks on 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 sweep 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.					

Facility Maintenance Schedule Template

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Table of Contents Facility Maintenance Schedule Template

1. Understanding the eBook Facility Maintenance Schedule Template
 - The Rise of Digital Reading Facility Maintenance Schedule Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Facility Maintenance Schedule Template
 - 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 Facility Maintenance Schedule Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Facility Maintenance Schedule Template
 - Personalized Recommendations
 - Facility Maintenance Schedule Template User Reviews and Ratings
 - Facility Maintenance Schedule Template and Bestseller Lists
5. Accessing Facility Maintenance Schedule Template Free and Paid eBooks

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