

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 Checklist Template

D Keegan



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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

Building Information Modelling (BIM) in Design, Construction and Operations IV J. Casares, A. Galiano Garrigós, 2021-12-29 Containing papers presented at the 4th International Conference on Building Information Modelling BIM in Design Construction and Operations this volume brings together the research of experts from industry practice and academia It describes innovative solutions and predictions for future trends across key BIM related topics The modern construction industry and built environment disciplines have been transformed through the development of new and innovative BIM tools and techniques These have fundamentally altered the manner in which construction teams operate the processes through which designs are evolved and the relationships between conceptual detail construction and life cycle stages BIM is essentially value creating collaboration throughout the entire life cycle of an asset underpinned by the data attached to them BIM has far and reaching consequences on both building procurement and infrastructure This recent emergence constitutes one of the most exciting developments in the field of the Built Environment These advances have offered project teams multi sensory collaborative tools and opportunities for new communication structures The included papers cover such topics as BIM in design coordination BIM in construction operations BIM in building operation and maintenance BIM and sustainability BIM and collaborative working and practices BIM Facilities management integration BIM GIS integration BIM and automation in construction BIM and health and safety BIM standards BIM and interoperability BIM and life cycle project management BIM and cultural heritage BIM and robotics BIM in risk analysis and management BIM in building cost control BIM and building representation Virtual design and construction VDC BIM in the execution phase BIM for infrastructure development Digital twins

Fire and Life Safety Inspection Manual Robert E. Solomon, 2002 Protect lives and property with state of the art guidance on conducting safe thorough accurate inspections Expanded with updated facts and new chapters Completely revised and updated to reflect the latest procedures and code requirements the Fire and Life Safety Inspection Manual is your step by step guide through the complete fire inspection process with special emphasis on life safety considerations Formerly the NFPA Inspection Manual it covers the full range of hazards and gives you solid advice on identifying and correcting problems Easy to follow checklists help you remember and record every important detail Early chapters provide important background information while the second half presents inspection guidelines for specific fire protection systems and occupancies that are based on the Life Safety Code R In addition to discussing

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Written by industry experts Health Fitness Management Third Edition is the fundamental resource for the management and operation of health and fitness facilities and programs Enhanced with practical scenarios and applied knowledge it provides a solid foundation for students preparing for a management career in the health and fitness industry and it serves as an essential reference for professionals already enjoying the challenges and opportunities of club management High-Rise Security and Fire Life Safety Geoff Craighead,2009-06-15 High Rise Security and Fire Life Safety 3e is a comprehensive reference for managing security and fire life safety operations within high rise buildings It spells out the unique characteristics of skyscrapers from a security and fire life safety perspective details the type of security and life safety systems commonly found in them outlines how to conduct risk assessments and explains security policies and procedures designed to protect life and property Craighead also provides guidelines for managing security and life safety functions including the development of response plans for building emergencies This latest edition clearly separates out the different types of skyscrapers from office buildings to hotels to condominiums to mixed use buildings and explains how different patterns of use and types of tenancy impact building security and life safety Differentiates security and fire life safety issues specific to Office towers Hotels Residential and apartment buildings Mixed use buildings Updated fire and life safety standards and guidelines Includes a CD ROM with electronic versions of sample survey checklists a sample building emergency management plan and other security and fire life safety resources *Principles of Building Commissioning* Walter T. Grondzik,2009-03-03 Commissioning is coming of age Savvy building owners have adopted commissioning as an effective way to improve the facility acquisition process Green building initiatives have embraced commissioning as a way of assuring quality in the delivery of high performance buildings This long established quality control process for building mechanical systems is emerging as a broader construction management tool improving nearly all aspects of a project What exactly is this thing called commissioning Principles of Building Commissioning answers this fundamental question with the first all inclusive practical guide to the application of the principles of commissioning The book clarifies the underlying philosophy of commissioning the why what when and who of this process Shaped by the ASHRAE Guideline 0 view of the world of commissioning Building Commissioning Maps out the territory of commissioning Outlines its defining characteristics Explains its flow of processes Demystifies its documentation Making the fundamentals of commissioning accessible to all parties building owners and operators architects and engineers users and suppliers who may be called upon to join the commissioning team for a particular project Building Commissioning serves as the professional s road map to the commissioning process from the predesign phase through occupancy *The Manager's Guide to Simple, Strategic, Service-Oriented Business Continuity* Rachelle Loyear, MBCP, AFBCI, CISM, PMP,2017-05-10 You have the knowledge and skill to create a workable Business Continuity Management BCM program but too often your projects are stalled while you attempt to get the right information from the right person Rachelle Loyear experienced these struggles for years before she

successfully revamped and reinvented her company's BCM program In *The Manager's Guide to Simple Strategic Service Oriented Business Continuity* she takes you through the practical steps to get your program back on track Rachele Loyear understands your situation well Her challenge was to manage BCM in a large enterprise that required hundreds of BC plans to be created and updated The frustrating reality she faced was that subject matter experts in various departments held the critical information she needed but few were willing to write their parts of the plan She tried and failed using all the usual methods to educate and motivate and even threaten departments to meet her deadlines Finally she decided there had to be a better way The result was an incredibly successful BCM program that was adopted by BCM managers in other companies She calls it The Three S's of BCM Success which can be summarized as Simple Strategic Service Oriented Loyear's approach is easy and intuitive considering the BCM discipline from the point of view of the people in your organization who are tasked to work with you on building the plans and program She found that most people prefer Simple solutions when they are faced with something new and different Strategic use of their time making their efforts pay off Service to be provided lightening their part of the load while still meeting all the basic requirements These tactics explain why the 3S program works It helps you it helps your program and it helps your program partners Loyear says If you follow the Three S philosophy the number of plans you need to document will be fewer and the plans will be simpler and easier to produce I've seen this method succeed repeatedly when the traditional method of handing a business leader a form to fill out or a piece of software to use has failed to produce quality plans in a timely manner In *The Manager's Guide to Simple Strategic Service Oriented Business Continuity* Loyear shows you how to Completely change your approach to the problems of BCM buy in Find new ways to engage and support your BCM program partners and subject matter experts Develop easier to use policies procedures and plans Improve your overall relationships with everyone involved in your BCM program Craft a program that works around the roadblocks rather than running headlong into them

Defining Excellence in Simulation Programs Janice C. Palaganas, Juli C. Maxworthy, Chad A. Epps, Mary E. Mancini, 2014-10-07 An Official Publication of the Society for Simulation in Healthcare *Defining Excellence in Simulation Programs* aims to meet the needs of healthcare practitioners using simulation techniques for education assessment and research Increasingly simulation is an integral part of teaching and training programs in healthcare settings around the world Simulation models including virtual simulation scenario based simulation with actors and computerized mannequins contributes to improved performance and reduced errors in patient care This text establishes working definitions and benchmarks for the field of simulation and defines the types of simulation programs while also covering program leadership funding staffing equipment and education models It provides knowledge critical to the success of simulation program management simulation educators and simulation researchers Written to appeal to the novice to advanced beginner a special section in each chapter is directed to the competent to expert programs managers educators and researchers so that this text truly can serve as the comprehensive reference for anyone in simulation

Public

Transportation Security John N. Balog, Transit Cooperative Research Program, 2002 These volumes focus on the concerns that transit agencies are addressing when developing programs in response to the terrorist attacks of September 11 2001 and the anthrax attacks that followed Future volumes of the report will be issued as they are completed Biosafety programme management , 2020-09-25 **Hyperbaric Facility Safety** Wilbur T. Workman, 1999 *Electrical Maintenance Checklist Template* Journals for All Staff, 2017-08-09 Blank Elevator Inspection Checklist Get Your Copy Today Large Size 8 5 inches by 11 inches Enough space for writing Include sections for Monthly Inspection Checklist Quarterly Inspection Checklist Annual Inspection Checklist Maintenance and Repair Log Notes Buy One Today and have a record of your Elevator Inspection **Disaster Response Practices** Michael Madigan, 2024-01-12 This book provides guidelines for emergency managers responders and health care professionals to establish a mass casualty mass fatality MC MF management plan It identifies a need for a stronger and more global management structure for MC MF events that includes standardized practices of identification disposition and possible repatriation to restore the situation to pre event levels This book covers this comprehensive process including disaster mortuary operational response teams DMORTs simple triage and rapid treatment START and national nurse response teams It also demonstrates leadership in MC MF events within government agencies the public sector and international organizations featuring case studies scenario questions and summaries of lessons learned *Library and Information Center Management* Barbara B. Moran, Claudia J. Morner, 2017-11-16 This essential single volume textbook supplies a comprehensive introduction to library management that addresses all the functions of management specifically within the ever evolving modern library environment Strategic planning Facilities management Leadership ethics communication and motivation Human resources and staffing Change library development and innovation Marketing Measurement and evaluation Fiscal responsibility and control These are just some of the wide range of responsibilities and necessary skills of contemporary library managers not all of which are typically covered in detail in LIS educational programs Now updated and expanded for its ninth edition Libraries Unlimited's *Library and Information Center Management* is the core management text for library information science programs This latest text adds new information on grant writing as well as more about budgets marketing financial management assessment and evidence based management The authors include various real world examples from international settings to help readers understand and conceptualize the place of the library and information center in our global world Each chapter ends with two helpful sections that present numerous examples and opportunities to apply newly gained information Practice Your Skills and Discussion Questions **PSM/RMP Auditing Handbook** David Einolf, Luverna Menghini, 1999-11-01 This book provides facility managers with an easy to use annotated guide to completing a Process Safety Management Risk Management Planning PSM RMP audit and determining compliance Using this reference you ll learn how to evaluate current regulatory thinking and interpretations and develop a compliant and functioning PSM RMP program To simplify your process the authors provide

detailed examples of materials used in compliance audits extensive examples of compliant programs and relevant sample documents PSM RMP Auditing Handbook presents compliance audit guidelines in a question and answer format with the authors interpretive answers to each The PSM checklists examine such issues as employee participation process safety information process hazards analysis operating procedures training contractors pre startup safety reviews hot work permits incident investigation and trade secrets The RMP checklists include worst case analysis five year accident history management responsibility document management safety information hazard review operating procedures training maintenance and incident investigations Special features include a detailed summary of each paragraph of both standards the complete text of the Code of Federal Regulations CFR Title 40 Part 68 and CFR Title 29 Part 1910 119 and where practical references to Internet addresses or web pages containing pertinent rules or requirement information

Building & Property Maintenance Log Book Lisa D Rich,2019-06-02 Keep your house with building and property Maintenance Log Book Make your life easier and less stressful with schedules checklists and planners so you stay on track all year long On a building project accurate and complete recordkeeping is vital You need a tool that will get the recordkeeping done Building and property Maintenance Log for a template to keep track of repairs and service You should keep the following in mind It has all the requested features including columns for the date and time of service Maintenance Comment Signature

Defining Excellence in Simulation Programs Juli C Maxworthy,Janice C Palaganas,Chad A Epps,Mary Elizabeth (Beth) Mancini,2022-02-22 Raise your simulation programs to new heights with the fully updated Defining Excellence in Simulation Programs 2nd edition An official publication of the Society for Simulation in Healthcare this fully illustrated guide speaks to the needs of all healthcare professionals using simulation for education assessment and research Offering best practices for a wide variety of programs it addresses all areas of program management from staffing funding and equipment to education models Whether you are new to running a simulation program developing a program or studying simulation this is your key to creating cost effective research based programs

The Integrative Design Guide to Green Building 7group,Bill Reed,2011-10-11 The members of 7group and Bill Reed are examples writ large of the kind of leadership that is taking this idea of green building and forming it into reality by helping change minds building practice and design process from the Foreword by S Rick Fedrizzi President CEO and Founding Chair U S Green Building Council A whole building approach to sustainability The integrative design process offers a new path to making better green building decisions and addressing complex issues that threaten living systems In The Integrative Design Guide to Green Building Redefining the Practice of Sustainability 7group s principals and integrative design pioneer Bill Reed introduce design and construction professionals to the concepts of whole building design and whole systems With integrative thinking that reframes what sustainability means they provide a how to guide for architects designers engineers developers builders and other professionals on incorporating integrative design into every phase of a project This practical manual Explains the philosophy

and underpinnings of effective integrative design addressing systems thinking and building and community design from a whole living system perspective Details how to implement integrative design from the discovery phase to occupancy supported by process outlines itemized tasks practice examples case studies and real world stories illustrating the nature of this work Explores the deeper understanding of integration that is required to transform architectural practice and our role on the planet This book both practical and thoughtful will help you deliver your vision of a sustainable environment

Clinical Engineering Handbook Joseph F. Dyro, 2004-08-27 As the biomedical engineering field expands throughout the world clinical engineers play an ever more important role as the translator between the worlds of the medical engineering and business professionals They influence procedure and policy at research facilities universities and private and government agencies including the Food and Drug Administration and the World Health Organization Clinical engineers were key players in calming the hysteria over electrical safety in the 1970s and Y2K at the turn of the century and continue to work for medical safety This title brings together all the important aspects of Clinical Engineering It provides the reader with prospects for the future of clinical engineering as well as guidelines and standards for best practice around the world

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