

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

Cheryl Bryan



Facility Maintenance Schedule Template:

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 Knowledge Management and Information Tools for Building Maintenance and Facility Management Cinzia Talamo, Marcella Bonanomi, 2015-10-29 This book describes the latest methods and tools for the management of information within facility management services and explains how it is possible to collect organize and use information over the life cycle of a building in order to optimize the integration of these services and improve the efficiency of processes The coverage includes presentation and analysis of basic concepts procedures and international standards in the development and management of real estate inventories building registries and information systems for facility management Models of strategic management are discussed and the functions and roles of the strategic management center explained Detailed attention is also devoted to building information modeling BIM for facility management and potential interactions between information systems and BIM applications Criteria for evaluating information system performance are identified and guidelines of value in developing technical specifications for facility management services are proposed The book will aid clients and facility managers in ensuring that information bases are effectively compiled and used in order to enhance building maintenance and facility management *Managing the Arts and Culture* Constance DeVereaux, 2022-12-30 Managing cultural organizations requires insight into a range of areas including marketing fundraising programming finances and leadership This book integrates practical and theoretical insights blending academic and practitioner voices to help readers speak the language in the creative industries Including coverage of the management of theaters dance companies galleries and performance spaces evaluation marketing fundraising activism and policy the book benefits from a range of features including Scenarios to help orient readers to common arts management problems Ethical dilemmas discussed in every chapter Study questions to enable students to review the skills learned

Experiential exercises to gain experience and apply skills Emphasis on cross cultural and transferrable skills Integration of international perspectives Suggested additional readings and website links for each topic area With contributions from a team of international experts this book provides a one stop shop for students of arts and cultural management and will also provide a valuable resource for those currently in the field

Building Information Modelling (BIM) in Design, Construction and Operations L. Mahdjoubi, C.A. Brebbia, R. Laing, 2015-09-09 Building Information Modelling BIM in Design Construction and Operations contains the proceedings of the first in a planned series of conferences dealing with design coordination construction maintenance operation and decommissioning The book gives details of how BIM tools and techniques have fundamentally altered the manner in which modern construction teams operate the processes through which designs are evolved and the relationships between conceptual detail construction and life cycle stages The papers contributed by experts from industry practice and academia debate key topics develop innovative solutions and predict future trends The interdisciplinary nature of the contents and the collaborative practices discussed so important within the built environment will appeal to those engaged in design surveying visualisation infrastructure real estate construction law insurance and facilities management Topics covered include BIM in design coordination BIM in construction operations BIM in building operation and maintenance BIM and sustainability BIM and collaborative working and practices BIM health and safety and BIM facilities management integration among others

Service Advising and Management Gary LaRosa, 2019-01-17 In Service Advising and Management students gain the communication customer service and automotive knowledge they need to balance competing demands from customers technicians and shop management to become successful service advisors

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

McNary Reservoir and Lower Snake River Reservoirs, Dredged Material Management Plan, 2002

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 Rachelle 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

Blackwell's Five-Minute Veterinary Practice Management Consult Lowell Ackerman, 2006-08-30 Blackwell's Five Minute Veterinary Practice Management Consult is a comprehensive one stop reference text on all things management related from understanding the marketplace in which veterinarians practice to

appreciating hospital finances to the nuts and bolts of marketing services for a veterinary practice Topics are covered in a thorough but concise format and provide invaluable information for practice owners administrators associates and staff Key Features follows the popular Five Minute Veterinary Consult structured format consistency of presentation makes for easy information retrieval focus is on practical rather than theoretical solutions for veterinary practice issues Provides examples within relevant topics Sections include The veterinary marketplace Client relationship management Communications Financial management Cash management Human resources Marketing management Operations management Administrative management Practice safety Legal Issues Planning Decision making Facility management design and construction Plus appendices list of abbreviations glossary and more

Embedded Commissioning of Building Systems Ömer Akin,2011

In today's digital green and consumer driven marketplace it is critical to be knowledgeable about the latest approaches tools and systems that can help you seamlessly and reliably conduct building performance verification assessments This groundbreaking book provides you with a solid understanding of the underpinnings of embedded commissioning ECx as the overarching building evaluation approach You find a review of significant and emerging approaches within ECx including product models process models BIM building information modeling laser technology based modeling mapping between process and product models building codes and data access and exchange standards Moreover this forward looking resource provides you with details on the latest research findings in the areas of sensor networks value based design fields tools and AR/VR methods just in time technologies and wearable computers

NSCA's Essentials of Personal Training Brad J. Schoenfeld, NSCA -National Strength & Conditioning Association, Ronald L. Snarr, 2021-12-22 NSCA's Essentials of Personal Training Third Edition With HKPropel Access is the definitive resource for personal trainers health and fitness instructors and other fitness professionals It is also the primary preparation source for those taking the NSCA CPT exam

Healthier Schools, 2002 Existing indoor air quality IAQ policies for schools reflect the variety of institutional political social and economic contexts that exist within individual states The purpose of this report is to provide a better understanding of the types of policy strategies used by states in addressing general indoor air quality problems The policies discussed illustrate approaches that states can consider when developing legislation regulations guidance documents and programs to create healthier indoor environments in schools The report provides detailed information on existing policies with an emphasis on policy strategies aimed at preventing indoor air quality problems Thus the report focuses on policies that promote better maintenance and management of existing school facilities as well as better design and construction practices in new and renovated schools Additionally since an IAQ policy has little value unless implemented the report highlights significant implementation activities and notes potential strengths and weaknesses of individual policies in this regard

BIM for Design Coordination Fernanda L. Leite, 2019-11-26 A tactical guide to successful Virtual Design and Construction project coordination featuring case studies from leading VDC firms Virtual Design Coordination VDC employs information rich

Building Information Modeling BIM to enable specialty designers and contractors to create a single coordinated set of designs that can prevent cost overruns avoid schedule delays and identify issues in the field Although BIM based design coordination is widely used in the commercial construction industry there remains a need for a standardized practice BIM for Design Coordination formalizes industry best practices and provides structured guidelines to the process Helping readers gain the benefits of BIM based design coordination this practical guide covers areas such as setting up a project for success model quality impacts on design coordination carrying out a successful VDC session and more Specific guidelines for various project stakeholders are laid out in detail while real world examples of project design coordination workflows and templates for BIM Project Execution Plans PxPs are provided throughout the text Written by a leading expert and educator in the field this book Provides a formal set of BIM based design coordination guidelines that emphasize construction stage coordination Features real life case studies that illustrate how leading firms approach design coordination Covers BIM based design coordination in other industries such as infrastructure and industrial sectors Presents guidelines for all project stakeholders including subcontractors architects engineers fabricators and owners Includes chapters on teaching BIM based design coordination and the future of the field BIM for Design Coordination A Virtual Design and Construction Guide for Designers General Contractors and MEP Subcontractors is a much needed resource for general contractors and members of VDC teams as well as academics students and professionals new to BIM based design coordination

Water and Sanitation for Health Facility Improvement Tool (WASH FIT) ,2022-04-25 The Practice of Quality Management Phillip J.

Lederer,Uday S. Karmarkar,2013-06-29 The Practice of Quality Management presents the results of eleven ground breaking research projects in quality management It is the first collection of research papers by academics in this area The projects are empirical studies on total quality management that suggest new ways to think about quality The objective of the research found in this book is to develop theory and to assist practice Thus this volume is of interest to both academic researchers and practising managers The chapters fall into four categories Performance Understanding TQM Organizations and Using TQM All of the chapters show that there are many different applications and research issues associated with quality The chapters on Understanding TQM suggest that it is possible to develop and test theories of quality The chapters on Performance demonstrate that studies of the operational and financial effect of quality can yield positive results Many thinkers on quality consider that organizational impacts of quality are the most important drivers of the quality process The chapters on Organizations present evidence on how quality programs affect human resource management and organizational structure Finally the chapters on Using TQM present several studies of applications of quality management

Developing BIM Talent Wei Wu,Glenda K. Mayo,Tamera L. McCuen,Raja R. A. Issa,Dana K. Smith,2021-04-13 A systematic Building Information Modeling BIM framework features cutting edge use cases and competencies for students and professionals pursuing BIM careers Developing BIM Talent A Guide to the BIM Body of Knowledge with Metrics KSAs and Learning

Outcomes leads readers through the process of implementing a state of the art BIM training and education program Authored by a team of celebrated and highly qualified scholars and practitioners this exciting new BIM education and workforce development guide offers a roadmap that navigates readers through the comprehensive BIM metrics and KSAs detailed in the BIM Body of Knowledge sponsored by the Academic Interoperability Coalition AiC Developing BIM Talent offers A solid foundation and guidelines for educators and practitioners for starting or enhancing a BIM curriculum or training program Templates expert interviews and case studies that provide in depth knowledge and lessons learned that can facilitate process changes and strategic action plans Strategies for standardizing emerging BIM job tasks descriptions and methods for benchmarking performance This guide to contemporary and comprehensive metrics of BIM competency is an essential resource for corporate trainers and instructors teaching BIM human resources professionals charged with recruiting BIM talent as well as leadership interested in credentialing and BIM certification programs

Foodservice Manual for Health Care Institutions Ruby Parker Puckett,2012-11-19 The thoroughly revised and updated fourth edition of Foodservice Manual for Health Care Institutions offers a review of the management and operation of health care foodservice departments This edition of the book which has become the standard in the field of institutional and health care foodservice contains the most current data on the successful management of daily operations and includes information on a wide range of topics such as leadership quality control human resource management product selection and purchasing environmental issues and financial management This new edition also contains information on the practical operation of the foodservice department that has been greatly expanded and updated to help institutions better meet the needs of the customer and comply with the regulatory agencies standards TOPICS COVERED INCLUDE Leadership and Management Skills Marketing and Revenue Generating Services Quality Management and Improvement Planning and Decision Making Organization and Time Management Team Building Effective Communication Human Resource Management Management Information Systems Financial Management Environmental Issues and Sustainability Microbial Chemical and Physical Hazards HACCP Food Regulations Environmental Sanitation and Pest Control Safety Security and Emergency Preparedness Menu Planning Product Selection Purchasing Receiving Storage and Inventory Control Food Production Food Distribution and Service Facility Design Equipment Selection and Maintenance Learning objectives summary key terms and discussion questions included in each chapter help reinforce important topics and concepts Forms charts checklists formulas policies techniques and references provide invaluable resources for operating in the ever changing and challenging environment of the food service industry

Production and Operations Management Richard B. Chase,Nicholas J. Aquilano,1985 *Code of Federal Regulations, Title 40, Protection of Environment, Pt. 100-135, Revised as of July 1, 2010* ,2010-09-24 The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the United States Federal Government

Scientific and Technical Aerospace Reports

,1995

Unveiling the Magic of Words: A Report on "**Facility Maintenance Schedule Template**"

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