

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

Rachel Sandford



Facility Maintenance Schedule Template:

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 **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 **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 **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.

Building Maintenance Processes and Practices Abdul Lateef Olanrewaju, Abdul-Rashid Abdul-Aziz, 2014-11-14. This book is designed to be an inclusive for the best practice approach to building maintenance management where the processes, procedures and operational systems meet a high standard of professional and academic competence. It offers a different perspective on building maintenance management by presenting the schematic building maintenance value chain model and its implementation in Malaysian university buildings. The findings show an improvement to building performance, lower maintenance cost, building sustainability and increased maintenance service user satisfaction. The learning outcomes and summaries provided for each chapter and the extensive use of tables and figures add to the readability of the text. Though the book is based on data from Malaysia, it is useful for a much wider audience and the informal writing style makes it an interesting reference source. This book is valuable for readers who are practitioners, professionals and for academic institutions that offer courses in the building field including architecture, quantity surveying, civil engineering, building and facility management, property management, real estate. It will also be of interest to governments and others involved in the construction industry.

Water and Sanitation for Health Facility Improvement Tool (WASH FIT), 2022-04-25. *McNary Reservoir and Lower Snake River Reservoirs, Dredged Material Management Plan*, 2002. *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.

EV 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

The Enigmatic Realm of **Facility Maintenance Schedule Template**: Unleashing the Language is Inner Magic

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