

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

**Rachelle Loyear, MBCP, AFBCI, CISM,
PMP**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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Office Maintenance Checklist Template Journals for All Staff,2017-08-10 Blank Office Safety Checklist Get Your Copy Today Large Size 8 5 inches by 11 inches Enough space for writing Include sections for Year Month Department Location Manager s Name and Phone Number Inspected by Signature and Date Checklist questions Blank Page Checklist Notes Buy One Today and have a record of your Office Safety Inspection **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 **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

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 Health Fitness Management Mike Bates,Michael J. Spezzano, Mike Spezzano, Guy Danhoff,2019 Health Fitness Management Third Edition is the fundamental resource for the management and operation of health and fitness facilities and programs 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 fundamentals such as inspection procedures and report writing this comprehensive manual now includes all new chapters on Housekeeping and Building Procedures Water Mist Systems Day Care Occupancies

Ambulatory Health Care Facilities and Semi Conductor Manufacturing With 150 illustrations more sample forms and a larger format this acclaimed manual is more helpful than ever Perfect for use in the field the Manual features a new 8 1 2 x 11 size with full page checklists at the back of the book linked to individual chapters Detailed visuals throughout help you understand complicated concepts Whether you re just starting your career as a fire inspector or ready to brush up on the basics the Fire and Life Safety Inspection Manual has the reliable inspection advice you need *ETHICS: Endorse Technologies for Heritage Innovation* Alessandra Battisti, Serena Baiani, 2024-01-04 This book outlines within the Italian national framework the current and potential paths oriented towards a new concept of Architectural Heritage through actions referring to Innovation and Experimentation and Protection and Transformation of the Architectural Heritage The development of the themes is articulated in two sessions dealing with the aspects related to the analysis and mapping of Architectural Heritage to face the context of the current Climate Crisis and the development of projects and experimentations oriented to the Green and Digital Transition The evolution of the concept of Heritage as conceived by the United Nations 2030 Agenda and in the Green Deal and New European Bauhaus aimed at constructing an inclusive and universally recognised definition to support supranational objectives of sustainable human development gives rise to innovative strategies methodologies and technologies that in a direction of mitigation contrast and adaptation to climate change allow for the safeguard renewed management and a hope for valorisation of Heritage on a national scale In this direction the understanding of Architectural Heritage as a non renewable resource determines the need to activate design experimentation laboratories oriented towards regeneration articulated and complex which require in order to respond to the challenges posed by our era a sensitive and dialogic multidisciplinary vision of a holistic type In fact on the one hand it is necessary to redefine the usability and management methods of built heritage through the adoption of digital mobility energy ecological social green and blue infrastructures on the other hand it is necessary to introduce new qualitative and quantitative parameters and performance indicators adequate to verify the validity of the implemented strategies in a perspective of adaptation to climate change able to clarify contents processes and tools to contrast future risks The pursuit of these objectives refers to the innovation of training paths professionalising procedures administrative regulations and public policies that involve citizens and the private partnership towards a different project qualification and empowerment of stakeholders inhabitants professionals and clients The Technological Project makes it possible to activate different interventions aimed at acting in an integrated manner on assets context and communities according to an approach that reinterprets them on a common score as proposed by the European Next Generation programme in three priority aspects digitalisation and innovation environmental transition increased resilience and social sustainability of national economies In this scenario the interventions aimed at outlining sustainable development actions will have to place these concepts at the centre in a harmonious vision that starts from the recognition and enhancement of the Architectural Heritage recognising

it as a fundamental asset of the territories **Biosafety programme management** ,2020-09-25 **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

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