

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

Journals for All Staff



Facility Maintenance Checklist Template:

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 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 **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 **Office Maintenance Checklist Template** Journals for All Staff,2017-08-10 Blank Office Safety Checklist Get Your Copy Today

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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 contribute 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 for 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.

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.

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. 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

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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 *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

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Environmental Compliance Guidebook Christine Herndon, Shelley Hemming, 2012 This guidebook is the result of working with agencies in the water sector over the past several years Although water and wastewater utilities are intimately familiar with the requirements to meet their missions whether delivering safe drinking water or treating wastewater and meeting discharge requirements they are often much less familiar with other environmental regulations such as those governing the management of hazardous waste Furthermore most agencies do not have a person much less a department dedicated to ensuring environmental compliance Therefore the need for a guidebook such as this became apparent and through the support of the American Water Works Association AWWA Water Utility Council WUC and the Water Industry Technical Action Fund WITAF it became a reality Additionally AWWA's legal advisors reviewed the guidebook to ensure it accurately describes and references the regulatory requirements Water is a vital resource that no one can live without Assisting utilities in complying with environmental regulations to minimize their risk is critical to ensure that resources available for capital improvements and other projects will enable facilities to fulfill their mission

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

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