

Facility Maintenance Schedule

This is a starting list; you may want to add or remove items by meeting and setting rules at the workshop.

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 untested 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 weep 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.				
CO 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 Plan Example

Constance DeVereaux



Facility Maintenance Plan Example:

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

Health Fitness

Management Mike Bates, 2008 This is a comprehensive resource for the management and operation of health and fitness facilities and programmes

Outdoor Site and Facility Management Wynne Whyman, 2008 Your site and facilities whether a beautiful building a welcoming camp setting or a natural wilderness area are a large part of what draws participants to your property They are also your largest financial investment so proper management of them is crucial *Outdoor Site and Facility Management Tools for Creating Memorable Places* is a comprehensive resource for staff board members management and owners charged with the complex and challenging task of managing and maintaining properties The book offers a step by step property management plan that will help you to provide the safe environment and positive atmosphere so important to creating memorable experiences for your participants Rather than focus on the technical skills of facility maintenance or site development this book offers a broad perspective of property management It introduces an integrated systems approach to the management of a variety of organizations such as overnight and day camps conference centers outdoor learning centers government parks dude and guest ranches commercial camp grounds schools not for profit organizations and religious organizations You ll have creative strategies to manage day to day operations such as these Planning and forecasting Board and administrator responsibilities Working with volunteers Natural resource management Hiring staff Budgeting and financial oversight Time management Record keeping Risk management You ll also find practical advice to help you make sound decisions and form solutions that are tailored to your unique property The book spends a chapter on each of the key components of property management and includes 48 practical tools such as forms and checklists practical techniques and examples sample job descriptions a glossary and a list of the indicators of successful management

discussed in the chapter The bound in CD ROM contains the following features 65 editable forms and checklists including maintenance schedules staffing needs charts inspection forms financial plans feedback forms and strategic planning A list of editable job descriptions that you can use for defining job responsibilities and establishing the hiring process A comprehensive list of resources including Web sites articles and books so you can easily find specialized information and local resources With Outdoor Site and Facility Management Tools for Creating Memorable Places you ll gain a complete picture of your property s physical ecological financial and personnel assets Most important you ll discover the best way to manage your property and ultimately increase the equity of your assets and the marketability and long term viability of your operation

Report of the International Workshop on Building-maintenance Strategy ,1991

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

Total Facility Management Brian Atkin,Adrian Brooks,2021-04-06 TOTAL FACILITY MANAGEMENT A comprehensive review of what facility management means to owners operators occupiers facility managers and professional advisors The newly revised Fifth Edition of Total Facility Management is an accessible and practical text that shows readers how the concept and principles of facility management can be implemented in practice The book deals with the most common and intractable challenges facing professionals academics and students in the field and provides practical solutions with the means to implement them The new edition includes a greater focus on applicable ISO standards in facility management as well as maintaining an international perspective throughout The book contains easy to access advice on how facilities can be better managed from a range of perspectives and the subjects covered provide a comprehensive treatment of facility management Readers will benefit from the inclusion of A thorough introduction to the fundamentals of facility management including key roles responsibilities and accountabilities and the core competencies of facility management An exploration of facility planning facility management strategy outsourcing procurement facility management organization facility maintenance management and business continuity and recovery planning An examination of human resources management well being workplace productivity

performance management health safety security and the environment A review of sustainable practices change management facility management systems information management including building information models and digital twins and innovative technology The book is the perfect choice for undergraduate and graduate studies in facility management construction management project management surveying and other AEC disciplines Total Facility Management will also earn a place on the desk of practicing facility managers as well as in the libraries of academics and researchers whose work requires them to understand the theory and practice of facility management

Cost Planning and Estimating for Facilities Maintenance RSMMeans, R.S. Means Company, 1996-05-24 A comprehensive approach to maintenance and repair planning and budgeting for all major building types Facilities professionals faced with the task of providing higher quality services on smaller budgets will find guidance for evaluating and budgeting facilities operations maintaining and repairing major building components and assembling costs into a defensible budget

Cultural Landscapes & NPS Facility Management John Eric Auwaerter, 2014 The Facility Management Software System FMSS developed to improve the effectiveness of facility operations has the capability of serving as a powerful tool for landscape preservation With proper data input FMSS allows facility managers access to information about the historic significance and treatment of cultural landscapes and to use that information for determining operational and funding priorities P 2

Planning Guide for Maintaining School Facilities Tom Szuba, The Association of School Business Officials International, 2003-08-28 As America's school buildings age we face the growing challenge of maintaining the nation's education facilities at a level that enables our teachers to meet the needs of the 21st century learners This tool has been developed to help readers better understand why and how to develop implement and evaluate a facilities maintenance plan It focuses on maintenance as a vital task in the responsible management of an education organization the needs of an education audience strategies and procedures for planning implementing and evaluating maintenance programs a process to be followed rather than a canned set of one size fits all solutions and recommendations based on best practices rather than mandates

The Librarian's Facility Management Handbook Carmine J. Trotta, Marcia Trotta, 2001 New technology and aging buildings are making library facility management more complex and difficult than ever before Many librarians have inherited buildings that not only need to be retrofitted for today's technology but also require repair and replacement of basic systems The handbook was written by a Director and a professional facilities manager to provide the practical advice techniques and solutions library managers need to ensure that their facilities can function for their intended purposes Chapters cover planning and evaluating security and safety lighting climate control parking access costs and finances preventive maintenance and repairs record keeping contracts bidding specifications and much more An extensive glossary of terms provides the language needed to communicate with facilities staff and contractors

Standard Guide for Evaluation, Management, and Control of Lead Hazards in Facilities, 2000

Controlled Maintenance Budget Request Colorado State University, 2017

Facility Management Edmond P. Rondeau, Robert Kevin Brown, Paul D. Lapides, 2006-01-23 Facility Management provides solid decision making strategies necessary to produce a cost effective quality oriented environmentally safe and aesthetically pleasing workplace that serves the organization's needs now and in the future *Railway Review*, 1919

Railway and Engineering Review, 1919 *Planning for School Facilities Can be Improved to Better Serve the Needs of All Students*, 2006 **Railway Engineering and Maintenance**, 1926 *Commerce*, 1922 **Chicago Commerce**, 1922 Maintenance Planning and Scheduling Handbook, 4th Edition (Doc) D. D. D. Palmer, 2019-09-13 The industry standard resource for maintenance planning and scheduling thoroughly revised for the latest advances Written by a Certified Maintenance and Reliability Professional CMRP with more than three decades of experience this resource provides proven planning and scheduling strategies that will take any maintenance organization to the next level of performance The book resolves common industry frustration with planning and reduces the complexity of scheduling in addition to dealing with reactive maintenance You will find coverage of estimating labor hours setting the level of plan detail creating practical weekly and daily schedules kitting parts and more all designed to increase your workforce without hiring Much of the text applies the timeless management principles of Dr W Edwards Deming and Dr Peter F Drucker You will learn how you can do more proactive work when your hands are full of reactive work Maintenance Planning and Scheduling Handbook Fourth Edition features more new case studies showing real world successes a new chapter on getting better storeroom support major revisions that describe the best KPIs for planning major additions to the issue of selling planning to gain support revisions to make work order codes more useful a new appendix on numerically auditing planning success and a new appendix devoted entirely to selecting a great maintenance planner Maintenance Planning and Scheduling Handbook Fourth Edition covers The business case for the benefit of planning Planning principles Scheduling principles Handling reactive maintenance Planning a work order Creating a weekly schedule Daily scheduling and supervision Parts and planners The computer CMMS in maintenance How planning works with PM PdM and projects Controlling planning the best KPIs KPIs for planning and overall maintenance Shutdown turnaround overhaul and outage management Selling organizing analyzing and auditing planning

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