

2012-13 PREVENTIVE MAINTENANCE SCHEDULE

Action	Facilities Covered	Q1	Q2			Q3			Q4			FREQUENCY		
		Month	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		Aug	Sept
HVAC Inspection & Preventive Maintenance	System-wide (except MC, SD, SI)	X		X		X		X		X		X		Every other month
Condensers														
Packaged units														
Air handlers														
Filters														
Motors & belts														
Pumps														
Controls														
Chilled Water System Service (Provided by NALCO)														
Tower cleaning	CG, ML, WD										X			Once a year
Water treatment	CG, CR, GG, MB, ML, SD, SM & WD	X	X	X	X	X	X	X	X	X	X	X	X	Monthly
Roofing Inspections & Cleaning	System-wide (except for storefronts, CV, MC, SD, SI)			X							X			Twice a year
Surface Membrane														
Overflow														
Gutters														
Electrical Inspections & Preventive Maintenance	System-wide			X			X			X			X	Once a quarter
Lights														
Interior														
Exterior														
Parking Lot														
Emergency														
Accent														
Ballasts														
Outlets														
Plate														
Cover														
Switch														
Plate														
Cover														
Plumbing Inspections & Preventive Maintenance	System-wide			X			X			X			X	Once a quarter
Bathrooms														
Sinks														
Toilets														
Urinals														
Supply lines														
Drain lines														
Main sewer line														
Pumping main sewer line clean-out	CG, KN, WD			X						X				Twice a year
Water filters	System-wide				X						X			Twice a year
Safety & Security Inspections	System-wide			X			X			X			X	Once a quarter
Doors														
Locks														
Push bar														
Change batteries														
Hinges														
Automatic Doors														

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Building Interior	System-wide			X			X			X			X	Once a quarter
Walls														
Paint														
Wallpaper														
Base board														
Flooring														
Carpet														
Vinyl														
Terrazzo														
Windows														
Sills														
Locks														
Furniture														
Hard surface														
Upholstery														
Shelving														
Equipment														