



## Building Maintenance Schedule

Managing a facility of any size can be overwhelming. Whether you have ten thousand or ten million square feet, you need to have a clear plan and schedule for maintaining your entire building. Use this schedule to write your building maintenance plan. You will need to tailor and modify it to fit your needs exactly, but it is a good starting point.

### HVAC

Increase energy efficiency and improve indoor air quality.

- **Units** - *2x/Year* - Seasonal start up and run inspections. Look for screw or latch updates, gasket repairs, and missing screws replacements. Recharge P-traps or U-bend water traps.
- **Chillers and Boilers** - *2x/Year* - Seasonal planned maintenance. Should be performed by a professional.
- **Electrical** - *2x/Year* - Inspect all electrical components. Ensure good connections, no exposed wires.
- **Pumps** - *Annually* - Lubricate pumps; inspect and replace couplings if necessary.
- **Condenser Coil** - *Annually* - Apply coil cleaner and wipe off. If you can't easily access the coil, contact a certified technician.
- **Filters** - *Quarterly* - Change air filters at least quarterly, possibly monthly depending on filter requirements.
- **Control Settings** - *Quarterly* - Check control settings for energy efficiency. Focus on the compressor, refrigerant charge, and thermal expansion valve.

### Plumbing and Restrooms

Preserve water and prevent waste.

- **Bathrooms** - *Annually* - Visit all bathrooms and investigate any leaks, stains, or unusual noises.
- **Circulation Pump** - *Annually* - Lubricate bearings, replace if necessary.
- **Drinking Fountains** - *Annually* - Lubricate bearings, check fittings, replace aging components.
- **Sump Pumps** - *Annually* - Inspect and test functionality, lubricate external pumps.
- **Fixtures** - *Annually* - Inspect features for leaks, wear and tear, and general unsightliness. Pay special attention to those in public restrooms as they face more use.



## Lighting

Increase energy savings and provide quality, pleasant life for your occupants.

- **Lamps** - *2x/Year* - Inspect all lamps and engage in group relamping when they begin to fail.
- **Lamps** - *Annually* - Ensure all lamps have same color temperature for consistent lighting.
- **Luminaires** - *Quarterly* - Inspect spread lenses, glare baffles, or color filters of all luminaires with transformers, control gear, or accessories.
- **Exterior Lights** - *Annually* - Check for torn cables, screws and hardware still in place, and replace gaskets if faulty.
- **Adjustable Lighting** - *2x/Year* - Re-aim lamps to ensure they are illuminating the intended area.
- **Used Lamps** - *Annually* - Due to bulbs containing mercury or lead, store used bulbs in a safe place until a certified vendor can remove and recycle them.

## Long-Term Items

Keep your building running at a high efficiency for longer.

- **Electrical Systems** - *3-5 Years* - Inspect entire electrical system and repair as needed. Utilize licensed electrician.
- **Parking Structures** - *10 Years* - Reseal surface of all structures. Resealing may be required more frequently depending on weather conditions and usage.
- **Parking** - *2x/Year* - Remove trash, debris, and hazards from garages and lots. Power-washing may be necessary.

## Safety

- As you maintain your building and surrounding facilities, we ask that you keep safety as your number one priority. Ensure that you have proper equipment that is in full working order, and take all necessary safety precautions before beginning the process. Don't hesitate to contact a professional for assistance if you feel that you aren't experienced enough to perform certain maintenance procedures.

## Source

- *Buildings.com - Preventive Maintenance Checklist*