

<b>Service and Repair Maintenance Schedule</b>		<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semiannually</b>	<b>Annually</b>	<b>As Needed</b>
Test backflow devices						X	
Pick up discarded pallets		bi-weekly and weekly					X
Clean parking lot drains					fall/spring		
Change out drinking fountain filters			X	X			
Repair/replace carpet/ floor coverings							X
Paint							X
Review construction/remodel plans and specifications		X					
Elevator Service			X			X	X
Respond to work requests:	estimate billable work, emergency response						X
<b>Service and Repair Inspections</b>		<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semiannually</b>	<b>Annually</b>	<b>As Needed</b>
Restrooms & breakrooms				X			
Fire system compressors			X				
Fire extinguishers					X	X	X
Fire sprinkler systems			X			X	
Docklevelers			X				
Overhead & roll up doors				X			
Eyewashes				X			
Building interior Inspection:	walls, floors, ceiling tile, windows					X	
Building exterior Inspection:	wall surface finishes , glass, doors, caulk					X	
Hot water Heater service						X	
Complete Building Assessment						every odd year	
Equipment hoists					X		
Common area doors						X	
Roof Inspection / Maintenance						X	
Inspect carpet/ floor coverings						X	