

Monthly:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fill Drains												
Stairwells/Emergency Exits												
Electrical Room												
Staff Refrigerator												
Microwaves												
Exterior Building Check												
Descal Fireplace												

Quarterly:

	Winter	Spring	Summer	Fall
Windows Spring/Summer/Fall				
Seasonal Landscaping Cleanup Spring/Fall				
Seasonal Machine Prep. Winter/Summer				
Outside Grounds & Building Safety Inspection				
Roof Inspection (2x a year)				
Generator (2x a year)				

Yearly:

Water Filters	
Humidifier Canisters	
Carpet Cleaning	
Backflow Test	
Sprinkler/Smoke Detector Test	
Fire Extinguisher Inspection	
Elevator Pressure Test	
Boiler (every 2 years)	
Fire Alarm Test	
Wind Art Winterizing	
Wind Art Set up (Spring)	
Garden Walk Brick Maintenance	
Wash Outside Garbage Cans	
Book Lockers	
Check and Oil Door Hinges/Latches	

FAID Test (every 5 years)	June 2023
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