

Sample Facility - Maintenance Schedule

Frequency	Item	Tasks	Supplies	Who	Due
Weekly	Weeds	Spray, check buildings/fence	Weed-killer	In House	Date
Monthly	Gates	Inspect, clean, oil chain	Chain Oil	In House	Date
	Pest Control	Spray inside and out, check rodent boxes	Spray, bait, traps	In House	Date
	Doors	Check stops, latches, handles	Stops, latches, WD-40	In House	Date
Quarterly	Roof/Gutters	Clean out, repairs	Blower, gas	In House	Date
	Carts/Collies	Clean and check wheels, bolts, handles	Wheels, bolts	In House	Date
	Landscaping	Update	Flowers	Professional	Date
Bi-Annually	HVAC	Service, cleaning	AC Filters	Professional	Date
	Lighting	Check all bulbs and signage	Light bulbs	Professional	Date
	Lawn Sprinklers	Turn on/off, check heads, winterize	Sprinkler heads	In House/Professional	Date
	Fencing	Check for weeds, repair, paint	Weed-killer, paint	In House	Date
Annually	Driveways, walkways	Pressure wash, repair, caulk	Washer, cleaner, caulk	In House	Date
	Bollards	Replace covers and/or paint	Covers, paint	In House	Date
	Signage	Clean, repair, replace	Cleaner, vinyl, banner	In House	Date
	Fire Certification	Call for renewal, test	N/A	Professional	Date