***Indoor Air Quality (IAQ) Tools for Schools:* Preventive Maintenance Guidance  
Appendix E: Annual Facility Equipment Preventive Maintenance Timeline**  
*Source: Adopted From NYSERDA’s Sample Comprehensive Maintenance Plan*

Use the following checklist and log to help keep track of your preventive maintenance activities and to demonstrate the proper maintenance you perform in each building in your district. This also will help justify your expenses for preventive maintenance and your capital expenses for equipment that has had proper maintenance over the years. Check the appropriate box to indicate the month that each preventive maintenance action was accomplished. Make a copy of the table as needed for each school.

|  |  |
| --- | --- |
| District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Annual Facility Equipment Preventive Maintenance Timeline | |
| Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date updated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Staff key: M = Maintenance mechanic C = Custodian/onsite staff G = Grounds crew CC = Contracted to others**

**Contents**

[Heating Systems 3](#_Toc3992972)

[Air Handling Systems 4](#_Toc3992973)

[Cooling Systems 4](#_Toc3992974)

[Fire Protection/Suppression Systems 5](#_Toc3992975)

[Mechanical Controls 5](#_Toc3992976)

[Plumbing Systems 6](#_Toc3992977)

[Lighting Systems 6](#_Toc3992978)

[Signal Systems 7](#_Toc3992979)

[Foundation and Substructure 7](#_Toc3992980)

[Superstructure 8](#_Toc3992981)

[Roof Systems 9](#_Toc3992982)

[Exterior Wall Systems 10](#_Toc3992983)

[Interior Construction 11](#_Toc3992984)

[Power Generation 11](#_Toc3992985)

[Power Distribution Systems 12](#_Toc3992986)

[Landscaping Systems 12](#_Toc3992987)

[Playfields and Playground Systems 13](#_Toc3992988)

[Vehicular Systems 13](#_Toc3992989)

[Specialties 14](#_Toc3992990)

# Heating Systems

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Boilers | HS 2004-01 | M | 4 | **X** |  |  | **X** |  |  | **X** |  |  | **X** |  |  |
| Boiler water treatment |  |  | 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| Furnaces |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Condenser pumps |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Deaerator tank |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Steam traps |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Steam valves |  |  | 1–4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Fuel tanks and distribution |  |  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Heat exchangers |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Terminal/package units |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Fin tubes/radiators |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Dampers/draft control |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Ductwork |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Stacks |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Insulation |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Piping |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Valves |  |  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Control sensors |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Air Handling Systems

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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Air handling units |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Unit ventilators |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Fans |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire dampers |  |  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Filters |  |  | 2–4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Humidifiers |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Cooling Systems

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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Condensing units |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Air compressors |  |  | 12 |  |  |  |  |  |  |  |  |  |  |  |  |
| Heat exchangers |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Packaged A/C units |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Chillers: Oil levels and operation |  |  | 52 |  |  |  |  |  |  |  |  |  |  |  |  |
| Chillers: Other |  |  | 12 |  |  |  |  |  |  |  |  |  |  |  |  |
| CHW Pumps |  |  | 2–4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Heat pumps |  |  | 4 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Fire Protection/Suppression Systems

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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Sprinkler piping |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Backflow preventers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sprinkler heads |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire extinguishers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire hose system |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Standpipe connection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire pumps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Grease hood extinguisher |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Alarms and detectors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Mechanical Controls

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Compressors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pneumatic valves/levers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pneumatic tubing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Electronic controls |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Plumbing Systems

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Cold water piping |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Water heaters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot water piping |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Circulation pumps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sump pumps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Valves and traps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Septic tanks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Lighting Systems

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Fluorescent fixtures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Incandescent fixtures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| HID fixtures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lighting panels |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency lighting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Exterior lighting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Occupancy controls |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Daylight controls |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other controls |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Signal Systems

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Computer data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Public address |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Television |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clock system |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire alarms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Security alarm/devices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Foundation and Substructure

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Footings  How? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Foundation walls |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Slab/beams on grade |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Piling/Posts  How? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Waterproofing  How? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insulation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Underdrains  How? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Superstructure

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Columns |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Beams |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Floor structure |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Roof structure |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Monolithic bearing walls |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stairs and railings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Structural bracing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Welds/connectors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Roof Systems

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Roofing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insulation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Paving and ballast  Paving? On a roof? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Curbs/supports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Expansion/seismic joints |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drains, gutters, etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drywells |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Flashing and trim |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fasteners |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Snow stops |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Roof openings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Parapet caps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Exterior Wall Systems

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Facade integrity |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cladding/sheathing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Window systems |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Balcony walls/railings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Louvers and screens |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Expansion/seismic joints |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insulation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Protective coating |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sealants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Interior Construction

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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Fixed partitions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Demountable partitions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Retractable partitions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Carpet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Resilient tile/sheet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ceramic/clay tile |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Terrazzo |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Paint |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vinyl/fabric wall cover |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ceiling system |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Power Generation

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Generators |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transfer switches |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transformers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service wiring |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Substation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Switchgear |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Overcurrent protection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Power Distribution Systems

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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Main distribution panel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wiring, conduits and distribution panels |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Electrical receptacles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Circuit breakers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Electric baseboard heaters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Heat trace |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Landscaping Systems

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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Irrigation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tree/shrub/flower bed plantings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Turf/lawn |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Walks/plazas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Playfields and Playground Systems

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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Athletic fields |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hard surface courts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Swings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Safety mats |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gravel and containment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Markings/painting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# Vehicular Systems

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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Parking lots |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Roads/drives |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Curbs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire lanes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Site Utilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fuel tanks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fuel distribution piping |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Storm drainage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire hydrant systems |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# Specialties

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|  | P.M. Ref # | Staff | Frequency/Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Toilet partitions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Display boards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Projection screens |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Display cases |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lockers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Elevators |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Waste handling equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Food service equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Woodworking shop equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Auto/engine shop equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vaults |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Swimming pools |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Raised computer flooring |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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