

BHA PREVENTIVE MAINTENANCE SCHEDULE

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A = Annually* Q = Quarterly M = Monthly W = Weekly D =

Preventive Maintenance on Building Systems which includes: Inspecting - Testing - Cleaning - Servicing - Repair - Replacement														
Item:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Electrical Distribution Inspection	A	P												
Battery Lights, visual inspect.	W	Daily/Weekly Laborers/JGs/RC should note any obvious breakage and report immediately												
Battery Lights Testing	M	P	P	P	P	P	P	P	P	P	P	P	P	
Battery Lights Testing (on B&G Inspections)	Q	Refer to site Building & Grounds (B&G) Routine and Formal Inspection Schedules												
Intercom Inspections on Annual LUI	A	Refer to site UPCS Living Unit Inspection (LUI) Schedule												
Call-for Aid	A												P	
Exterior Lights - visual inspect.	W	Daily/Weekly Laborers/JGs/RC should note any obvious problems and report immediately												
Exterior Lights (on B&G Inspections)	Q	Refer to your B&G Routine and Formal Inspection Schedules												
Exterior Lights -Nite Inspection	A							P						
Exterior Lights -Servicing, coordinate with Boom Lift/Aerial Truck Schedule	AN								As Needed ---->					
Elevators visual Inspect.	W	Daily/Weekly Laborers/JGs/RC should note any obvious breakage and report immediately												
Elevators Service Contractor	M	P	P	P	P	P	P	P	P	P	P	P	P	
Elevator Inspection (on B&G Inspections)	Q	Refer to your B&G Routine and Formal Inspection Schedules												
Elevators Service Contractor	A	P												
Fire Alarm Sys - inspection	W	Daily/Weekly Laborers/JGs/RC/Mgr./Super must inspect master alarm panel check and report any problems immediately												
Fire Alarm Sys. Service Contractor (and Inspect on B&G Inspections)	Q	P			P			P			P			

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Extinguishers -visual inspect.	W	Daily/Weekly Laborers/JGs/RC/Mgr./Super must check fired extinguishers and report any problems immediately											
Extinguishers (on B&G Inspections)	Q	Refer to B&G Schedule											
Extinguishers serviced by outside contractor	A	P											
Sprinkler Systems	W	Daily/Weekly Laborers/JGs/RC shall conduct a visual inspection and report any problems immediately											
Sprinkler Systems Service Contract	A	P											
Fire Pump Service Contractor	A	P											
Smoke Detector-visual inspect.	W	Daily/Weekly Laborers/JGs/RC shall conduct a visual inspection and report any problems immediately											
Smoke Detector in Common Areas Inspection (on B&G Inspections)	Q	Refer to B&G Schedule											
Smoke Detector testing & battery replacement	A	Refer to LUI Schedule											
Smoke Hatch Inspect	W	Daily/Weekly Laborers/JGs/RC shall conduct a visual inspection and report any problems immediately											
Smoke Hatch inspect (on B&G Inspections)	Q	Refer to B&G Schedule											
Smoke Hatch Service	A	P											
Generator Inspect	W	Weekly Mgr/Super is responsible for insuring that the Electrician performs weekly inspection and performs task on weekly service activity report.											
Generator Inspect (on B&G Inspect)	Q	Refer to B&G Schedule											

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Item:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Generator Contractor Service	A	P											
Water Distribution System Inspect	M	P	P	P	P	P	P	P	P	P	P	P	P
Water Distribution System Inspect(on LUI)	A	Refer to LUI Schedule											
Water Distribution System Testing - by Plumber	A	P											
Vertical Drains - Clean/Check - Plumber	A	P											
Horiz Drains - Clean/Check - Plumber	A	P											
Back Flow Preventers - Inspect by BWSC	A	P											
Domestic Hotwater Sys - Inspect.	M	P	P	P	P	P	P	P	P	P	P	P	P
Domestic Hotwater Sys - Inspect on LUI	A	Refer to LUI Schedule											
Domestic Hotwater Sys - Drain & Flush by Plumber	A	P											
Window A/C - Service	A		P										
Roof Top Exhaust Fan - Inspect.	Q	Refer to B&G Schedule											

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Item:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Roof Top Exhaust Fan - Electrician	A												P
Boiler Rm. Makeup Air Unit. - by Fireman	A	P											
Air handling Units/Common Area Ventilation - by Mechanic	W/Q	Weekly/Quarterly Inspection - Laborers/JGs/RC/Mgrs/Supers should note any obvious problems and report immediately											
Air handling Units/Common Area Ventilation - by Mechanic	A	P											
Split System AC & Heat Pumps - inspect	W/Q	Weekly/Quarterly Inspection - Mgrs/Supers should note any obvious problems and report immediately											
Split System AC & Heat Pumps - Contractor Service	A	P											
Roofs - on Inspections	W/Q	Weekly/Quarterly Inspection - Laborers/JGs/RC/Mgrs/Supers should note any obvious problems and report immediately											
Roof - Inspection following rainstorm	Q	P			P			P			P		
Roofs - inspect by roofing Crew	A	P											
Landscape Equip. (Nov. - March)	A												P
Snow Removal Equip. (April - Oct.)	A							P					
Skid Steel Ldr	T				P			P				P	
Pick-up/Rack Body Truck	D	Daily/upon each use - Truck Driver is responsible for conducting a visual inspection and check fluid every time truck is fueled. At each re-fueling, complete the truck inspection checklist.											
Pick-up/Rack Body Truck - by Garage	Q			P			P			P			P

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Item:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Trash Chutes & Compactors	D/W	Daily/Weekly Laborers/JGs/RC shall inspect & maintain and report any problems immediately											
Trash Chutes & Compactors - service by Contractor	A	P											

Use P to denote when Task is Planned

Regular Custodial Maintenance subject to Preventive Maintenance													
Item:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Weekly Walk Through	D/W	Daily/Weekly Laborers/JGs/RC shall conduct a visual inspection and report any problems immediately											
Monthly Walk through by Supers/Managers	M	Refer to B&G Routine Inspection Schedule											
Formal Qrtly. Insp. On B&G Inspections	Q	Refer to Formal Quarterly B&G Schedules											
Weekly Walk Through	D/W	Daily/Weekly Laborers/JGs/RC shall conduct a visual inspection and report any problems immediately											
Monthly Walk through by Supers/Managers	M	Refer to B&G Routine Inspection Schedule											
Formal Qrtly. Insp. On B&G Inspections	Q	Refer to Formal Quarterly B&G Schedules											
Annual Plan	A							P					
Snow Removal	AN									As Needed ---->			
Weekly Walk Through	D/W	Daily/Weekly Laborers/JGs/RC shall inspect & clean and report any problems immediately											
Monthly Walk through by Supers/Managers	M	Refer to B&G Routine Inspection Schedule											
Formal Qrtly. Insp. On B&G Inspections	Q	Refer to Formal Quarterly B&G Schedules											
Annual Survey	A	P											
Annual Plan	A	P											

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Item:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Inspect for Pest Activity during any inspection eg LUI Inspections and qrtly Inspections	W/Q/A	Daily/Weekly Laborers/JGs/RC shall report any pest activity immediately. Refer to B&G Inspection Schedule and LUI Inspection Schedule for Quarterly/Annual Inspections											
Flush-Out (units that are not part of IPM Plan)	S												
Basement/crawl spaces Inspect	Q			P			P			P			P
Bait Storm Drains - to control West Nile Virus	A		P										
IPM	as per plan												
Annual Landscape Maintenance Plan	A	Landscape Maintenance Calendar Determined by Site Needs											
Spring Cleanup	A												
Mulching Planting areas	A												
Lawn Fertilization/Lime	A												
Lawn Weed Control	A												
Hardscape Weed Control	A & AN												
Lawn Grub Control	A/AN												
Lawn Aeration	A												
Lawn Overseeding	A												
Planting Bed Weed/Feed Control	W												
Planting Beed Weed Control	W												
Watering	W												
Lawn Mowing	W												

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Item:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Fall Leaf Pick up & Removal	A												
Tree Inspections (with B&G Inspections)	W/Q	Daily/Weekly Laborers/JGs/RC shall conduct a visual inspection and report any problems immediately. Refer to B&G for formal quarterly inspection schedule											
Tree Maintenance - as per plan	A & AN	P	As Needed ---->										
Shrub Inspection (with B&G Inspections)	W/Q	Daily/Weekly Laborers/JGs/RC shall conduct a visual inspection and report any problems immediately. Refer to B&G for formal quarterly inspection schedule											
Shrub Maintenance - as per plan	A & AN	Refer to Landscape Maintenance Calendar for Schedule											
Flower Planting	A or S												
Playground/Fence & Bench Inspect.	D/W	Daily/Weekly Laborers/JGs/RC shall conduct a visual inspection and report any problems immediately											
Monthly Walk through by Supers/Managers	M	Refer to B&G Monthly Inspection Schedule											
Replenish Fibar Mulch for playground surface	A/AN	P	As Needed ---->										P
Thorough Playground Inspection before school vacation.	A	P											
Playground/Fence & Bench Formal Inspection (on B&G Inspections)	Q	Refer to Formal Quarterly B&G Schedules											

PREVENTIVE MAINTENANCE SCHEDULE & REPORT FORM (PART 3 - HEATING SYSTEMS - GAS FIRED)

Heating System Description: Gas Fired System (Refer to SOP Manual Chapter 30)													
Task:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

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Item:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Daily Service Activities	D	P	P	P	P	P	P	P	P	P	P	P	P
Weekly Service Activities	W	P	P	P	P	P	P	P	P	P	P	P	P
Feed Pump	M	P	P	P	P	P	P	P	P	P	P	P	P
Burner Motor	M	P	P	P	P	P	P	P	P	P	P	P	P
Air Handler	M	P	P	P	P	P	P	P	P	P	P	P	P
Circulating Pump	M	P	P	P	P	P	P	P	P	P	P	P	P
Annual Cleaning	A	P											
State Inspection	A	P	P										P

PREVENTIVE MAINTENANCE SCHEDULE & REPORT FORM (PART 3 - HEATING SYSTEMS - OIL FIRED)

Heating System Description: Oil Fired System (Refer to SOP Manual Chapter 30)													
Task:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Daily Service Activities	D	P	P	P	P	P	P	P	P	P	P	P	P
Weekly Service Activities	W	P	P	P	P	P	P	P	P	P	P	P	P
Burner Strainer	M	P	P	P	P	P	P	P	P	P	P	P	P
Oil Pump Strainer	M	P	P	P	P	P	P	P	P	P	P	P	P
Chemical Test	M	P	P	P	P	P	P	P	P	P	P	P	P
Mud Drums	M	P	P	P	P	P	P	P	P	P	P	P	P
Safety Valve	M	P	P	P	P	P	P	P	P	P	P	P	P
Burner Tips	M	P	P	P	P	P	P	P	P	P	P	P	P
Feed Pump	M	P	P	P	P	P	P	P	P	P	P	P	P
Burner Motor	M	P	P	P	P	P	P	P	P	P	P	P	P

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Item:	Schd	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Circulating Pump	M	P	P	P	P	P	P	P	P	P	P	P	P
DHW Tank	Q			P			P			P			P
Firesides	Q			P			P			P			P
Oil Pump	Q			P			P			P			P
Annual Cleaning	A	P											
State Inspection	A		P										

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**Some annual items may occur in a different month, based on each property/building's type, composition, or staffing.*

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