|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YEARLY MAINTENANCE SCHEDULE** | | | | **WHQ BUILDING ID:** | | | | |  | | | | | | **YEAR:** | |  | | | |
| **BUILDING ADDRESS:** |  | | | | | | | | | | | **BUILDING TYPE:** | | | | |  | | | |
| **INSTRUCTIONS:** Please use this schedule to organize the preventive maintenance tasks that should be performed throughout the year. Once the task and frequency is identified, highlight or check the corresponding month(s) when the work should be performed. Those assigned to care for tasks should initial the box when the work has been completed. Please refer to the corresponding task instruction card and *Job Hazard Analysis* (DC-85) prior to performing the task. Any areas of concern are to be corrected promptly.—See *Organized To Do Jehovah’s Will,* chapter 11, paragraphs 6-8. | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Task** | | **Assigned to:** | **Frequency** | | **Jan** | **Feb** | **Mar** | **Apr** | | **May** | **June** | | **July** | **Aug** | | **Sept** | | **Oct** | **Nov** | **Dec** | |
| **General** | | | | | | | | | | | | | | | | | | | | | |
| Spring Cleanup | |  | 1 year | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Fall Cleanup | |  | 1 year | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Regulatory & Safety | |  | 1 year | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| **Building** | | | | | | | | | | | | | | | | | | | | | |
| Carpets & Mats | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Doors, Bathroom Partitions & Windows | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Exterior & Structural Inspection | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Fences & Gates | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Fire Protection | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Interior Chairs & Furniture | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Interior Inspection - General | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Pest Control Inspection | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Roof, Gutters & Downspouts | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Storage & Shed Organization | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| **Mechanical** | | | | | | | | | | | | | | | | | | | | | |
| Drinking Fountains | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| HVAC - Quarterly | |  | 3 months | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| HVAC System - Yearly | |  | 1 year | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Natural Gas & LPG | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Plumbing System | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Potable Water Supply | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| **Task** | | **Assigned to:** | **Freq.** | | **Jan** | **Feb** | **Mar** | **Apr** | | **May** | **June** | | **July** | **Aug** | | **Sept** | | **Oct** | **Nov** | **Dec** | |
| **Civil** | | | | | | | | | | | | | | | | | | | | | |
| Grading & Drainage | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Irrigation System | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Roads, Pavement & Walkways | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Septic and Sanitary System | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Sump Pump | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| **Electrical** | | | | | | | | | | | | | | | | | | | | | |
| Electrical Distribution | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Interior & Exterior Lighting | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| **Equipment** | | | | | | | | | | | | | | | | | | | | | |
| Appliances | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Cleaning Equipment | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Gas-Powered Small Engine Service | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Ladders & Tools | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| **Technical** | | | | | | | | | | | | | | | | | | | | | |
| Audio/Video System | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Office Equipment | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
| Security System | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |
|  | |  | Choose one | |  |  |  |  | |  |  | |  |  | |  | |  |  |  | |