Maintenance Item	Hot Water Heater (6 Months)	Hot Water Heater (6 Months)	HVAC / Hood Systems (3 Months)	HVAC / Hood Systems (3 Months)	Ice Machines (2 Months)	Ice Machines (2 Months)	Refrigerator/Freezers (2 Months)	Refrigerator/Freezers (2 Months)	Plumbing (2 Months)	Plumbing (2 Months)	Electrical (2 Months)	Electrical (2 Months)
Location	Completion Date:	Next service date:	Completion date:	Next service date:	Completion date:	Next service date:	Completion date:	Next service date:	Completion date:	Next service date:	Completion date:	Next service date:
Provo												
Daybreak	11/24/25	5/24/26			11/24/25	1/24/26						
Draper												
American Fork												
Murray												
Midvale	12/4/25	6/4/26	12/4/25	3/4/26	12/4/25	2/4/26	12/4/25	2/4/26	12/4/25	2/4/26	12/4/25	2/4/26
Downtown												
West Valley												
Orem												
Layton	11/25/25	5/25/26	11/25/25	2/25/26	11/25/25	1/25/26	11/25/25	1/25/26	11/25/25	1/25/26	11/25/25	1/25/26
Park City												
Tooele	12/2/25	6/2/26	12/2/25	3/2/26	12/2/25	2/2/26	12/2/25	2/2/26	12/2/25	2/2/26	12/2/25	2/2/26
WDH Fort Union RC	11/26/25	5/26/26	11/26/25	2/26/26								
Hutter	12/3/25	6/3/26										
Ogden												
Logan												
Saratoga Springs	1/12/26	6/12/26	1/12/26	3/12/26			1/12/26	3/12/26	1/12/26	3/12/26	1/12/26	3/12/26
MRCrews	12/11/25	6/11/26	12/11/25	3/11/26	12/11/25	2/11/26	12/11/25	2/11/26	12/11/25	2/11/26	12/11/25	2/11/26
Orem												
Heritage												
Lehi												
Foothills												
Roy												
Cedar Hills	12/16/25	6/16/26	12/16/25	3/16/26	12/16/25	2/16/26	12/16/25	2/16/26	12/16/25	2/16/26	12/16/25	2/16/26
Salt Lake City												
Hill AFB (2)												
	12/16/25	6/16/26	12/16/25	3/16/26	12/16/25	2/16/26	12/16/25	2/16/26	12/16/25	2/16/26	12/16/25	2/16/26
Beautiful												

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Location ID	Location Name	Asset/System ID	Asset/System Name	PM Task Description	Frequency	Last Service Date	Next Due Date	☑ Status	Required Tools	Technician
L001	HQ - Floor 1	A101	HVAC Unit #1	Clean/Replace Air Filters	Quarterly	3/1/2026	6/1/2026	☐	New Filters, Ladder	John S.
L001	HQ - Floor 1	A101	HVAC Unit #1	Inspect Condensate Drain Line	Quarterly	3/1/2026	6/1/2026	☑	Wet Vacuum, P-Trap Brush	John S.
L002	Warehouse Annex	A205	Forklift - Unit 3	Check fluid levels (oil, brake, hydraulic)	Monthly	4/15/2026	5/15/2026	☐	Fluid Dipsticks, Rags	Sarah B.
L002	Warehouse Annex	A205	Forklift - Unit 3	Inspect Tire Pressure and Condition	Monthly	4/15/2026	5/15/2026	☑	Air Gauge, Pump	Sarah B.
L003	Remote Office A	A310	Server Rack	Verify UPS Battery Health Test	Semi-Annually	11/20/2025	5/20/2026	☐	UPS Software, Logging	Mark D.
L003	Remote Office A	A311	Emergency Exit Doors	Inspect door hardware and verify clear egress path	Quarterly	1/10/2026	4/10/2026	☑	Flashlight	Emily T.
L001	HQ - Floor 3	A150	Fire Extinguisher C	Check pressure gauge and inspect tamper seal/pin	Monthly	4/25/2026	5/25/2026	☑	N/A	John S.

Location	Maintenance Iten	Frequency (Mont	Last Service Dat	Next Service Due	
Provo	Hot Water Heate	6			
Provo	HVAC / Hood Sy	3			
Provo	Ice Machines	3			
Provo	Refrigerators/Fre	3			
Provo	Plumbing	3			
Provo	Electrical	3			
Daybreak	Hot Water Heate	6			
Daybreak	HVAC / Hood Sy	3			
Daybreak	Ice Machines	3			
Daybreak	Refrigerators/Fre	3			
Daybreak	Plumbing	3			
Daybreak	Electrical	3			
Draper	Hot Water Heate	6			
Draper	HVAC / Hood Sy	3			
Draper	Ice Machines	3			
Draper	Refrigerators/Fre	3			
Draper	Plumbing	3			
Draper	Electrical	3			
American Fork	Hot Water Heate	6			
American Fork	HVAC / Hood Sy	3			
American Fork	Ice Machines	3			
American Fork	Refrigerators/Fre	3			
American Fork	Plumbing	3			
American Fork	Electrical	3			
Murray	Hot Water Heate	6			
Murray	HVAC / Hood Sy	3			
Murray	Ice Machines	3			
Murray	Refrigerators/Fre	3			
Murray	Plumbing	3			
Murray	Electrical	3			
Midvale	Hot Water Heate	6			
Midvale	HVAC / Hood Sy	3			
Midvale	Ice Machines	3			
Midvale	Refrigerators/Fre	3			
Midvale	Plumbing	3			
Midvale	Electrical	3			
Downtown	Hot Water Heate	6			
Downtown	HVAC / Hood Sy	3			
Downtown	Ice Machines	3			
Downtown	Refrigerators/Fre	3			
Downtown	Plumbing	3			
Downtown	Electrical	3			

West Valley	Hot Water Heate	6			
West Valley	HVAC / Hood Sy	3			
West Valley	Ice Machines	3			
West Valley	Refrigerators/Fre	3			
West Valley	Plumbing	3			
West Valley	Electrical	3			
Orem	Hot Water Heate	6			
Orem	HVAC / Hood Sy	3			
Orem	Ice Machines	3			
Orem	Refrigerators/Fre	3			
Orem	Plumbing	3			
Orem	Electrical	3			
Layton	Hot Water Heate	6			
Layton	HVAC / Hood Sy	3			
Layton	Ice Machines	3			
Layton	Refrigerators/Fre	3			
Layton	Plumbing	3			
Layton	Electrical	3			
Park City	Hot Water Heate	6			
Park City	HVAC / Hood Sy	3			
Park City	Ice Machines	3			
Park City	Refrigerators/Fre	3			
Park City	Plumbing	3			
Park City	Electrical	3			
Tooele	Hot Water Heate	6			
Tooele	HVAC / Hood Sy	3			
Tooele	Ice Machines	3			
Tooele	Refrigerators/Fre	3			
Tooele	Plumbing	3			
Tooele	Electrical	3			
Washington	Hot Water Heate	6			
Washington	HVAC / Hood Sy	3			
Washington	Ice Machines	3			
Washington	Refrigerators/Fre	3			
Washington	Plumbing	3			
Washington	Electrical	3			
Fort Union	Hot Water Heate	6			
Fort Union	HVAC / Hood Sy	3			
Fort Union	Ice Machines	3			
Fort Union	Refrigerators/Fre	3			
Fort Union	Plumbing	3			
Fort Union	Electrical	3			
Hunter	Hot Water Heate	6			

Hunter	HVAC / Hood Sys	3			
Hunter	Ice Machines	3			
Hunter	Refrigerators/Fre	3			
Hunter	Plumbing	3			
Hunter	Electrical	3			
Ogden	Hot Water Heate	6			
Ogden	HVAC / Hood Sys	3			
Ogden	Ice Machines	3			
Ogden	Refrigerators/Fre	3			
Ogden	Plumbing	3			
Ogden	Electrical	3			
Logan	Hot Water Heate	6			
Logan	HVAC / Hood Sys	3			
Logan	Ice Machines	3			
Logan	Refrigerators/Fre	3			
Logan	Plumbing	3			
Logan	Electrical	3			
Saratoga Springs	Hot Water Heate	6			
Saratoga Springs	HVAC / Hood Sys	3			
Saratoga Springs	Ice Machines	3			
Saratoga Springs	Refrigerators/Fre	3			
Saratoga Springs	Plumbing	3			
Saratoga Springs	Electrical	3			
MillCreek	Hot Water Heate	6			
MillCreek	HVAC / Hood Sys	3			
MillCreek	Ice Machines	3			
MillCreek	Refrigerators/Fre	3			
MillCreek	Plumbing	3			
MillCreek	Electrical	3			
Herriman	Hot Water Heate	6			
Herriman	HVAC / Hood Sys	3			
Herriman	Ice Machines	3			
Herriman	Refrigerators/Fre	3			
Herriman	Plumbing	3			
Herriman	Electrical	3			
Lehi	Hot Water Heate	6			
Lehi	HVAC / Hood Sys	3			
Lehi	Ice Machines	3			
Lehi	Refrigerators/Fre	3			
Lehi	Plumbing	3			
Lehi	Electrical	3			
Foothills	Hot Water Heate	6			
Foothills	HVAC / Hood Sys	3			

Foothills	Ice Machines	3			
Foothills	Refrigerators/Fre	3			
Foothills	Plumbing	3			
Foothills	Electrical	3			
Roy	Hot Water Heate	6			
Roy	HVAC / Hood Sy	3			
Roy	Ice Machines	3			
Roy	Refrigerators/Fre	3			
Roy	Plumbing	3			
Roy	Electrical	3			
Cedar Hills	Hot Water Heate	6			
Cedar Hills	HVAC / Hood Sy	3			
Cedar Hills	Ice Machines	3			
Cedar Hills	Refrigerators/Fre	3			
Cedar Hills	Plumbing	3			
Cedar Hills	Electrical	3			
Salt Lake City	Hot Water Heate	6			
Salt Lake City	HVAC / Hood Sy	3			
Salt Lake City	Ice Machines	3			
Salt Lake City	Refrigerators/Fre	3			
Salt Lake City	Plumbing	3			
Salt Lake City	Electrical	3			
Cedar City	Hot Water Heate	6			
Cedar City	HVAC / Hood Sy	3			
Cedar City	Ice Machines	3			
Cedar City	Refrigerators/Fre	3			
Cedar City	Plumbing	3			
Cedar City	Electrical	3			
Hill AFB	Hot Water Heate	6			
Hill AFB	HVAC / Hood Sy	3			
Hill AFB	Ice Machines	3			
Hill AFB	Refrigerators/Fre	3			
Hill AFB	Plumbing	3			
Hill AFB	Electrical	3			
Spanish Fork	Hot Water Heate	6			
Spanish Fork	HVAC / Hood Sy	3			
Spanish Fork	Ice Machines	3			
Spanish Fork	Refrigerators/Fre	3			
Spanish Fork	Plumbing	3			
Spanish Fork	Electrical	3			
Bountiful	Hot Water Heate	6			
Bountiful	HVAC / Hood Sy	3			
Bountiful	Ice Machines	3			

Bountiful	Refrigerators/Fre	3			
Bountiful	Plumbing	3			
Bountiful	Electrical	3			

Locations	Column 2	Column 3	Column 4	Column 5	Column 6
Logan					
Ogden					
Roy					
Layton					
Bountiful					

Locations	Column 2	Column 3	Column 4	Column 5	Column 6

Locations	Column 2	Column 3	Column 4	Column 5	Column 6

Locations	Column 2	Column 3	Column 4	Column 5	Column 6

Locations	Column 2	Column 3	Column 4	Column 5	Column 6

Locations	Column 2	Column 3	Column 4	Column 5	Column 6

Locations	Column 2	Column 3	Column 4	Column 5	Column 6

Locations	Column 2	Column 3	Column 4	Column 5	Column 6

[1] 20 x 30 x 2
14 x 25 x 2

[2] Clearfield