



Locations are responsible for the proper maintenance and repair of all site buildings and grounds. Proper maintenance promotes safety, security, sustainability and prolongs the life of the facility. This guide provides locations with a general list of essential maintenance tasks to prioritize including their frequency, to assist in the upkeep of the facilities. Locations should outsource certain tasks to specialized service providers as required per manufacturer recommendations.

**Exterior:**

- Roof Inspection (Twice per year): Check for leaks, damage, and proper drainage.
- Gutters and Downspouts (Seasonally): Clean debris to prevent water damage.
- Building Exteriors (Yearly): Inspect for cracks, deterioration & signs of wear.
- Windows and Doors (Yearly): Check for proper sealing, functionality, and security.
- Parking Areas (Yearly): Inspect pavement for cracks, potholes, and effective drainage.
- Landscaping (On-going): Maintain well-kept laws, gardens, and outdoor areas.

**Interior:**

- Flooring (Yearly): Inspect floors for wear, damage, and potential tripping hazards.
- Walls & Ceilings (Yearly): Check for cracks, water stains and any necessary repainting.
- Lighting (Yearly or as required): Verify the functionality of light fixtures and replace any bulbs.
- Restrooms (Weekly): Keep restrooms clean and well-maintained.
- Elevators (As Required): Regularly inspect and maintain as required by manufacturer.
- HVAC Systems (Monthly/Quarterly): Regularly change air filters, clean debris from outdoor condensers, inspect for leaks, lubricate pumps annually, and test emergency heat functions and thermostat control.
- Plumbing (Quarterly): Inspect pipes for corrosion and leaks.
- Electrical Systems (Quarterly/Annually): Visually inspect panels and test backup power systems (if present).
- Safety & Security Systems (Quarterly/Annually): Examine fire alarms and suppression equipment, visually inspect fire extinguishers, and verify security systems (fencing/cameras etc.).
- Waste Management (Regularly): Inspect bins and maintain external dumpster areas.

**Compliance & Documentation**

- Adhere to regulations like fire and building codes and retain maintenance and inspection records.