

TABLE A

Housekeeping Schedule

	Daily	Weekly	Semi-Annually	Annually	As Required
Sweeping		■			
Trash Pickup	■				
Window Cleaning			■		
Elevator Cleaning	■				
Elevator Maintenance		●			■
Parking Space Restriping				●	■
Remove Oil Stains				■	
Relamping		●			■
Light Fixture Cleaning				■	
Floor Drain Cleaning			■		
Lavatory, Office, Waiting Room, Janitorial Service	■				
Graffiti Removal		■			
Graphics Cleaning				■	
Graphics Repair & Maintenance		●			■
Parking Equipment Maintenance	●				■
Security Systems Check		■			
Landscaping		●			

KEY
■ = Perform Operation
● = Inspect

TABLE B

Preventive Maintenance Schedule Inspect and Repair as Necessary

	Monthly	Semi-Annually	Annually	Periodically
Floor Wash Down		■		
Floor Potholes, Cracking			■	
Scaling		■		
Isolation Joints			■	
Joint Sealants			■	
Parapets and Guard Rails			■	
Bearing Pads			■	
Rust, Exposed Steel			■	
Floor Surface Sealer				■
Doors and Hardware		■		
Stairs		■		
Plumbing			■	
HAVC Equipment	■			
Roofing and Flashing			■	

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