ROUTINE & PREVENTATIVE MA																
Activity	Site Staff / Name of Contractor	Timing (ex. Year Round/ Bi-Annually/ Quarterly/ First Week of Month etc)	Jan	Feb	Mai		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Notes
EXTERIOR MAINTENANCE			1					l		1	1	1	1	1	1	
now Removal - Parking Lot	Pro Zones	Winter Months														
now Removal - Walkways	Pro Zones	Winter Months														
	PTO ZOTIES															
now Removal - Daily Salt & Sand Logs		Daily in Winter Months											I			
andscaping - Spring/Fall Clean-Up		Monthly in Summer Months														
andscaping - Flower Beds		Monthly in Summer Months														
andscaping - Shrub Trimming	Horti Care	Monthly in Summer Months														
	norti care															
Exterior hose bibbs turned on/off		Turned on in Spring and off in Fall														
Roof Light Timers		Maintained when necessary														
Exterior painting: doors, frames, railings, etc.	n/a															
lear Roof Drains	·	When needed														
acai nooi biano		Wildlinecoco											-			
		,														
BUILDING ENVELOPE			1		1	1		l	1	1	1	1	1	1	1	
Roof Anchor Testing	1	Annually	1	1					1		1	1	1	1	1	
Roof Inspections	1	Annually	1						1	1	1	1	1	1	1	
	1		1		1	1		l	1	1	1	1	—	1	1	
Vindow Cleaning	I	Bi-Annually												1		
NTERIOR MAINTENANCE																
ELEVATORS																
Elevator Service Contracts	Schindler	Quarterly												1		
	Schinder	quarterry											1	1		
HEALTH & SAFETY SYSTEMS																
Annual Fire Testing	Total Fire	September	1_	1_		_		l	1 _	1_	1_		1_	1_	1_	
Monthly Fire Alarm Testing	Total Fire	Monthly	1 -	1 -					1		1 -			1 -	1 📙	
Check stairwell door closers	Peter	Monthly	1						1		1	1	1	1	1 🗾	
			1 📙						1 📙		1 📙		1 📙	1 📙		
Sprinkler System & Fire Pumps	Total Fire	Monthly	1						1		1	1	1	1	1 🗾	
Fire Hoses and Fire Extinguishers	Total Fire	Monthly	1 🗐	1 🗍	1 🗀	1		1 🗐	1 📑	1 🗐	1 🗂	1	1	1	1 📙	
Interior Lighting	Total Fire	Maintained when necessary	-											-		
Daily Boiler Checks		Dally, each AM														
Daily Boiler Checks	Associate Air	Daily, each AM													 	•
Daily Boiler Checks Boiler Servicing - Quarterly		Dally, each AM													 	
Daily Boiler Checks Boiler Servicing - Quarterly AMU Servicing - Annual	Associate Air															
HVAC Daily Boiler Checks Boiler Servicing - Quarterly AMU Servicing - Annual AMU Filter Changing (x 6)	Associate Air Associate Air	Every 3 months														
Daily Boiler Checks Boiler Servicing - Quarterly AMU Servicing - Annual	Associate Air															
Daily Boiler Checks Boiler Servicing - Quarterly AMU Servicing - Annual AMU Filter Changing (x 6) Mixing Valve	Associate Air Associate Air TPH	Every 3 months							1							
Daily Boiler Checks Boiler Servicing - Quarterly AMU Servicing - Annual AMU Filter Changling (x 6) Mixing Valve Heat Pump	Associate Air Associate Air TPH Associate Air	Every 3 months Maintained when necessary							-	_						
Daily Boiler Checks Boiler Servicing - Quarterly AMU Servicing - Annual AMU Filter Changing (x 6) Mixing Valve	Associate Air Associate Air TPH	Every 3 months							-	_		1				Shoulder season
Daily Boiler Checks Doiler Servicing - Quarterly MMU Servicing - Annual AMU Filter Changing (x 6) Miking Valve Heat Pump Boilers Turned On	Associate Air Associate Air TPH Associate Air Associate Air	Every 3 months Maintained when necessary							-			7				Shoulder season
Daily Boiler Checks Solier Servicing - Quarterly MMU Servicing - Annual MMU Filter Changing (x 6) Ilbing Valve Heat Pump Soliers Turned On Soliers Turned Off	Associate Air Associate Air TPH Associate Air Associate Air Associate Air	Every 3 months Maintained when necessary Fall Spring										:				Shoulder season Shoulder season
Jaily Boller Checks Boiler Servicing - Quarterly MU Servicing - Annual MU Filter Changing (x 6) Whising Valve -leat Pump Boilers Turned On Jooling Tower Turned On	Associate Air TPH Associate Air Associate Air Associate Air Associate Air	Every 3 months Maintained when necessary Fall Spring Spring							-			-				Shoulder season Shoulder season Shoulder season
oally Boiler Checks loiler Servicing - Quarterly MMU Servicing - Annual MMU Filter Changing (x 6) whixing Valve Heat Pump boilers Turned On looling Tower Turned On looling Tower Turned On	Associate Air Associate Air TPH Associate Air Associate Air Associate Air Associate Air	Every 3 months Maintained when necessary Fall Spring Spring Fall							-			:				Shoulder season Shoulder season Shoulder season Shoulder season
oally Boiler Checks loiler Servicing - Quarterly MMU Servicing - Annual MMU Filter Changing (x 6) whixing Valve Heat Pump boilers Turned On looling Tower Turned On looling Tower Turned On	Associate Air TPH Associate Air Associate Air Associate Air Associate Air	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall										:				Shoulder season Shoulder season Shoulder season
Jaily Boller Checks Joiler Servicing - Quarterly Jamus Servicing - Quarterly Jamus Servicing - Annual Jamus Servicing - A	Associate Air TPH Associate Air	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall							-			:				Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season
oally Boiler Checks older Servicing - Quarterly MMU Servicing - Annual MMU Filter Changing (x 6) whising Valve listed Pump boilers Turned On cooling Tower Turned Off cooling Tower Turned Off MMU Heat Turned On MMU Heat Turned Off	Associate Air TPH Associate Air TSH Associate Air	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Fall Fall Fall										•				Shoulder season Shoulder season Shoulder season Shoulder season
Jaily Boiler Checks Joiler Servicing - Quarterly MU Servicing - Annual MUF litter Changing (x 6) disting Valve leat Pump Joilers Turned On Joilers Turned Off Joiling Tower Turned Off MU Heat Turned On MU Heat Turned On MU Heat Turned On MU Heat Turned On Join on MU Heat Turned Off Join on MU Heat Turned Off Join on J	Associate Air TPH Associate Air	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Spring Monthly										•				Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season
Jaily Boiler Checks Boiler Servicing - Quarterly MMU Servicing - Annual MMU Filter Changing (x 6) Whising Valve Heat Pump Boilers Turned On Boilers Turned On Boilers Turned On Boilers Turned On MMU Heat Turned On MMU Heat Turned On MMU Heat Turned Off Boop MAN Heat Turned Off	Associate Air TPH Associate Air TSH Associate Air	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Fall Fall Fall							•			:				Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season
Jaily Boiler Checks Boiler Servicing - Quarterly MMU Servicing - Annual MMU Filter Changing (x 6) Whising Valve Heat Pump Boilers Turned On Boilers Turned On Boilers Turned On Boilers Turned On MMU Heat Turned On MMU Heat Turned On MMU Heat Turned Off Boop MAN Heat Turned Off	Associate Air TPH Associate Air McSermott Mechanical	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Spring Monthly										7				Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season
Daily Boiler Checks Boiler Servicing - Quarterly AMU Servicing - Annual AMU Filter Changling (x 6) Mixing Valve Heat Pump	Associate Air TPH Associate Air McSermott Mechanical	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Spring Monthly										:				Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season
Daily Boiler Checks Boiler Servicing - Quarterly BMU Servicing - Annual AMU Filter Changing (x 6) Miking Valve Heat Pump Boilers Turned On Boilers Turned Off Cooling Tower Turned Off Cooling Tower Turned Off MMU Heat Turned Off AMU Heat Turned Off MMU Heat Turned Off Long More Turned Off MMU Heat Turned Off Long Long Long Long Long Long Long Long	Associate Air TPH Associate Air McDermott Mechanical	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Spring Monthly Monthly				•						7				Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season
Jaily Boiler Checks Joiler Servicing - Quarterly MU Servicing - Quarterly MU Servicing - Annual MU Filter Changing (x 6) whiting Valve - Leat Pump Joilers Turned On Joilers Turned Off - Cooling Tower Turned Off - MU Heat Turned Off - MU Heat Turned Off - MU Heat Turned Off -	Associate Air TPH Associate Air McSermott Mechanical	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Spring Monthly Monthly As needed				•			•			•				Shoulder season
Jaily Boiler Checks Joiler Servicing - Quarterly MU Servicing - Annual MU Filter Changing (x 6) Moing Valve Heat Pump Joilers Turned On Joilers Turned Off MU Heat Turned Off Joilers T	Associate Air TPH Associate Air McDermott Mechanical	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Spring Monthly Monthly				•						:				Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season
Jaily Boiler Checks Boiler Servicing - Quarterly MMU Servicing - Annual MMU Filter Changing (x 6) Whising Valve Heat Pump Boilers Turned On Boilers Turned Off Cooling Tower Turned Off MMU Heat Turned Off MMU Heat Turned Off MMU Heat Turned Off MMU Heat Turned Off Boop Water Treatment Barbage Bin Maintenance Lean Garbage Chutes	Associate Air Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Fall Monthly Monthly As needed Weekly				•			•			:				Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season Chemicals and water used from sixth floor
Jaily Boller Checks Joolier Servicing - Quarterly Jamus Servicing - Quarterly Jamus Servicing - Quarterly Jamus Servicing - Quarterly Jamus Servicing - Annual Jamus Servic	Associate Air TPH Associate Air WcDermott Mechanical McDermott Mechanical Wwste Management	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Spring Monthly Monthly As needed				•			•			:				Shoulder season
Jaily Boiler Checks Joiler Servicing - Quarterly MU Servicing - Annual MUF litter Changing (x 6) Multing Valve Jeas Pump Joilers Turned On Joilers Turned Off MU Heat Turned Off MU Heat Turned Off Joilers	Associate Air TPH Associate Air WcDermott Mechanical McDermott Mechanical Wwste Management	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Fall Spring Monthly Monthly As needed Weekly Every three years				•			•			:				Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season Chemicals and water used from sixth floor
Jaily Boiler Checks Joiler Servicing - Quarterly MU Servicing - Annual MU Filter Changing (x 6) Jining Valve Jeat Pump Joilers Turned On Joilers Turned Off Joilers Turned	Associate Air Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Fall Monthly Monthly As needed Weekly				•			•			-				Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season Chemicals and water used from sixth floor
Jaily Boiler Checks Joiler Servicing - Quarterly MU Servicing - Annual MUF litter Changing (x 6) Midning Valve Jeat Pump Joilers Turned On Joilers Turned Off Joiling Tower Turned Off Joiling	Associate Air TPH Associate Air WcDermott Mechanical McDermott Mechanical Wwste Management	Every 3 months Maintained when necessary Fall Spring Spring Fail Fail Fail Fail Monthly As needed Weekly Every three years Annually										:				Shoulder season Chemicals and water used from sixth floor To be resumed; delayed due to Covid
Jaily Boller Checks Joiler Servicing - Quarterly Jamus - Annual Ja	Associate Air TPH Associate Air WcDermott Mechanical McDermott Mechanical Wwste Management	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Spring Monthly Monthly As needed Weekly Every three years Annually n/a														Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season Shoulder season Chemicals and water used from sixth floor
Jaily Boller Checks Joiler Servicing - Quarterly Jamus - Annual Ja	Associate Air TPH Associate Air WcDermott Mechanical McDermott Mechanical Wwste Management	Every 3 months Maintained when necessary Fall Spring Spring Fail Fail Fail Fail Monthly As needed Weekly Every three years Annually				•										Shoulder season Chemicals and water used from sixth floor To be resumed; delayed due to Covid
Jaily Boller Checks Joiler Servicing - Quarterly Joiler Servicing - Annual Joiler Sturned On Joiler Sturned On Joiler Sturned Off Joiler Servicing - Annual Joiler Servicing -	Associate Air Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management TPH TPH	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Spring Monthly Monthly As needed Weekly Every three years Annually n/a										•				Shoulder season To be resumed; delayed due to Covid
Daily Boller Checks Joiler Servicing - Quarterly MMU Servicing - Annual MMU Filter Changing (x 6) Mishing Valve Heat Pump Joilers Turned On Joilers Turned Off MMU Heat Turned Off MMU Heat Turned Off Joilers Teatment Joiners Teatment Joine	Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management TPH TPH David	Every 3 months Maintained when necessary Fall Spring Spring Fall Spring Monthly Monthly As needed Weekly Every three years Annually n/a Delivered in Fall and picked up Spring				•										Shoulder season To be resumed; delayed due to Covid Touchups when necessary Cleaned when necessary
Jaily Boiler Checks Jobiler Servicing - Quarterly MU Servicing - Annual MU Filter Changing (x 6) Mising Valve Heat Pump Jobilers Turned On Jobilers Turned Off Jobilers Turned Off Jobilers Turned Off Jobilers Turned Off MU Heat Turned Off MU Heat Turned Off MU Heat Turned Off Jobilers Turned Off MU Heat Turned Off Jobilers Turned Off MU Heat Turned Off Jobilers Tu	Associate Air Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management TPH TPH	Every 3 months Maintained when necessary Fall Spring Spring Fall Fall Spring Monthly Monthly As needed Weekly Every three years Annually n/a										•				Shoulder season To be resumed; delayed due to Covid
aliy Boller Checks oliler Servicing - Quarterly MU Servicing - Annual MU Filter Changing (x 6) Ixining Valve leat Pump oliler's Turned On oliler Survined On oliler Turned Off oliler Turned Off oliler Turned Off oliler Turned Off MU Heat Turned Off MU Heat Turned Off oop valter Treatment tarchage in Maintenance lean Garbage Chutes lumbing ackflow Preventor Inspections leaning interior painting: doors, frames, railings, etc. Vinter Matting Supply allway Carpet Cleaning ommon Area Cleaning est Control	Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management TPH TPH David David	Every 3 months Maintained when necessary Fall Spring Spring Fall Spring Monthly Monthly Monthly As needed Weekly Every three years Annually n/a Delivered in Fall and picked up Spring Dally														Shoulder season To be resumed; delayed due to Covid Touchups when necessary Cleaned when necessary
aliy Boller Checks oliler Servicing - Quarterly MU Servicing - Annual MU Filter Changing (x 6) Ixining Valve leat Pump oliler's Turned On oliler Survined On oliler Turned Off oliler Turned Off oliler Turned Off oliler Turned Off MU Heat Turned Off MU Heat Turned Off oop valter Treatment tarchage in Maintenance lean Garbage Chutes lumbing ackflow Preventor Inspections leaning interior painting: doors, frames, railings, etc. Vinter Matting Supply allway Carpet Cleaning ommon Area Cleaning est Control	Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management TPH TPH David	Every 3 months Maintained when necessary Fall Spring Spring Fall Spring Monthly Monthly As needed Weekly Every three years Annually n/a Delivered in Fall and picked up Spring														Shoulder season To be resumed; delayed due to Covid Touchups when necessary Cleaned when necessary
Jaily Boiler Checks loiler Servicing - Quarterly MU Servicing - Annual MU Flitter Changing (x 6) Idining Valve leat Pump Joilers Turned On Joilers Turned Off	Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management TPH TPH David David	Every 3 months Maintained when necessary Fall Spring Spring Fall Spring Monthly Monthly Monthly As needed Weekly Every three years Annually n/a Delivered in Fall and picked up Spring Dally														Shoulder season To be resumed; delayed due to Covid Touchups when necessary Cleaned when necessary
Jobally Boiler Checks loiler Servicing - Quarterly MU Servicing - Annual MU Filter Changing (x 6) Indiang Valve leat Pump Joilers Turned On Joilers Turned On Joilers Turned Off	Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management TPH TPH David David	Every 3 months Maintained when necessary Fall Spring Spring Fall Spring Monthly Monthly As needed Weekly Every three years Annually n/a Delivered in Fall and picked up Spring Daily Monthly														Shoulder season To be resumed; delayed due to Covid Touchups when necessary Cleaned when necessary Stainwells, garage, dusting, windows,
Jaily Boiler Checks Joiler Servicing - Quarterly MMU Servicing - Annual MMU Filter Changing (x 6) Midning Valve Jeat Pump Joilers Turned On Joilers Turned Off Joiler	Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management TPH TPH David David	Every 3 months Maintained when necessary Fall Spring Spring Fall Spring Monthly Monthly Monthly As needed Weekly Every three years Annually n/a Delivered in Fall and picked up Spring Dally														Shoulder season To be resumed; delayed due to Covid Touchups when necessary Cleaned when necessary
Daily Boller Checks Joiler Servicing - Quarterly MMU Servicing - Annual MMU Filter Changing (x 6) Mishing Valve Heat Pump Joilers Turned On Joilers Turned Off MMU Heat Turned Off MMU Heat Turned Off Joilers Teatment Joiners Teatment Joine	Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management TPH TPH David David	Every 3 months Maintained when necessary Fall Spring Spring Fall Spring Monthly Monthly As needed Weekly Every three years Annually n/a Delivered in Fall and picked up Spring Daily Monthly														Shoulder season To be resumed; delayed due to Covid Touchups when necessary Cleaned when necessary Stainwells, garage, dusting, windows,
ally Boller Checks oldier Servicing - Quarterly MU Servicing - Annual MU Filter Changing (x 6) Ikting Valve eat Pump oilers Turned On oilers Turned Off ooling Tower Turned Off MU Heat Turned Off MU Heat Turned Off MU Heat Turned Off oop yeter Treatment arbage in Maintenance lean Garbage Chutes lumbing lack Flushing ack Flushing	Associate Air TPH Associate Air McDermott Mechanical McDermott Mechanical Waste Management TPH TPH David David	Every 3 months Maintained when necessary Fall Spring Spring Fall Spring Monthly Monthly As needed Weekly Every three years Annually n/a Delivered in Fall and picked up Spring Daily Monthly				•										Shoulder season To be resumed; delayed due to Covid Touchups when necessary Cleaned when necessary Stainwells, garage, dusting, windows,