

EXAMPLE
Preventative Maintenance Schedule

	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Heaters - Clean & Inspect	1X/YR												
A/C & Heater Motors - Oil	2X/YR												
Water Heaters - Drain Residue	2X/YR												
Storm Drains - Clean	2X/YR												
Roofs - Inspect & Repair	2X/YR												
Rain Gutters - Clean	2X/YR												
Screens - Inspect & Repair	1X/YR												
Windows - Inspect & Repair	1X/YR												
Exterior Lighting - Inspect & set timer	4X/YR												
A/C & Heat Filters - Clean & replace	4X/YR												
Circulating Pumps - Oil	1X/MO												
Fire Equipment - Inspect & service	4X/YR												
Fences/Buildings - Paint/inspect for damage	1X/MO												
Pest Control - Inspect & spray	?????												
<u>LANDSCAPE</u>													
Trees & Shrubs - Water	4X/MO												
Trees & Shrubs - Trim	1X/YR												
<u>WEEKLY ROUTINE SCHEDULE</u>													
					Mon	Tues	Wed	Thur	Fri				
Exterior & Common Area Lighting	1X/WK												
Garbage Areas - Clean	1X/WK												
Parking Areas & Walks - Clean	5X/WK												
Security Hardware - All working	1X/WK												
Other Common Areas - Clean & safe	5X/WK												