

## WEEKLY

- Remove unwanted items left by tenants
- Check facility and traps for signs of birds and pests
- Ensure phone, fax and copier are dust free and functional
- Check perimeter fencing and repair tears and or bent posts
- Dust and vacuum video equipment area
- Restock cleaning supplies in maintenance unit
- Stock office equipment with ink and paper
- Inspect all facility gates and gate tracks
- Clean lighting fixtures
- Mop and sanitize restrooms
- Mop interior halls and floors
- Inspect dollies and carts
- Mow grass and trim foliage
- Check detention pond
- Spray weed killer on fence lines and drives



## MONTHLY

- Replace flowers and shrubs as necessary
- Replace air fresheners
- Add HVAC algacide
- Ensure all signage is lit correctly and clean
- Check operation and cleanliness of EMC/LED's
- Clean and check all facility drive aisles
- Check keypad seals and gaskets for leaks
- Make sure sprinklers aim away from keypads
- Lubricate gate chain
- Back up computer data and scan for viruses
- Delete and organize computer files
- Check video cameras for position, dust and debris
- Wash windows and window screens
- Check gutters and downspouts for debris and blockage
- Inspect fencing along perimeter of property
- Check all lighting and replace as needed



## QUARTERLY

- Wipe down high traffic hallway and doors
- Ensure corner brackets are in place and in good repair
- Use degreaser to cure soil and stains on concrete

## ANNUALLY

- Get fire extinguishers professionally inspected
- Replace and repaint all worn out signs
- Power wash facility's exterior cladding
- Open keypads and inspect for wear and corrosion/clean with alcohol and toothbrush
- Seal all cracks in concrete and asphalt
- Inspect roof seams and joints for openings and separations
- Inspect roof fasteners/fix with gaskets and sealant or target patch
- Have all elevators professionally inspected

## SEASONALLY

- HVAC PM
- Carpet and floor cleaning
- Professional PM on gates
- Clean gutters and downspouts

