

# **How To Build Your Preventive Maintenance Manual**

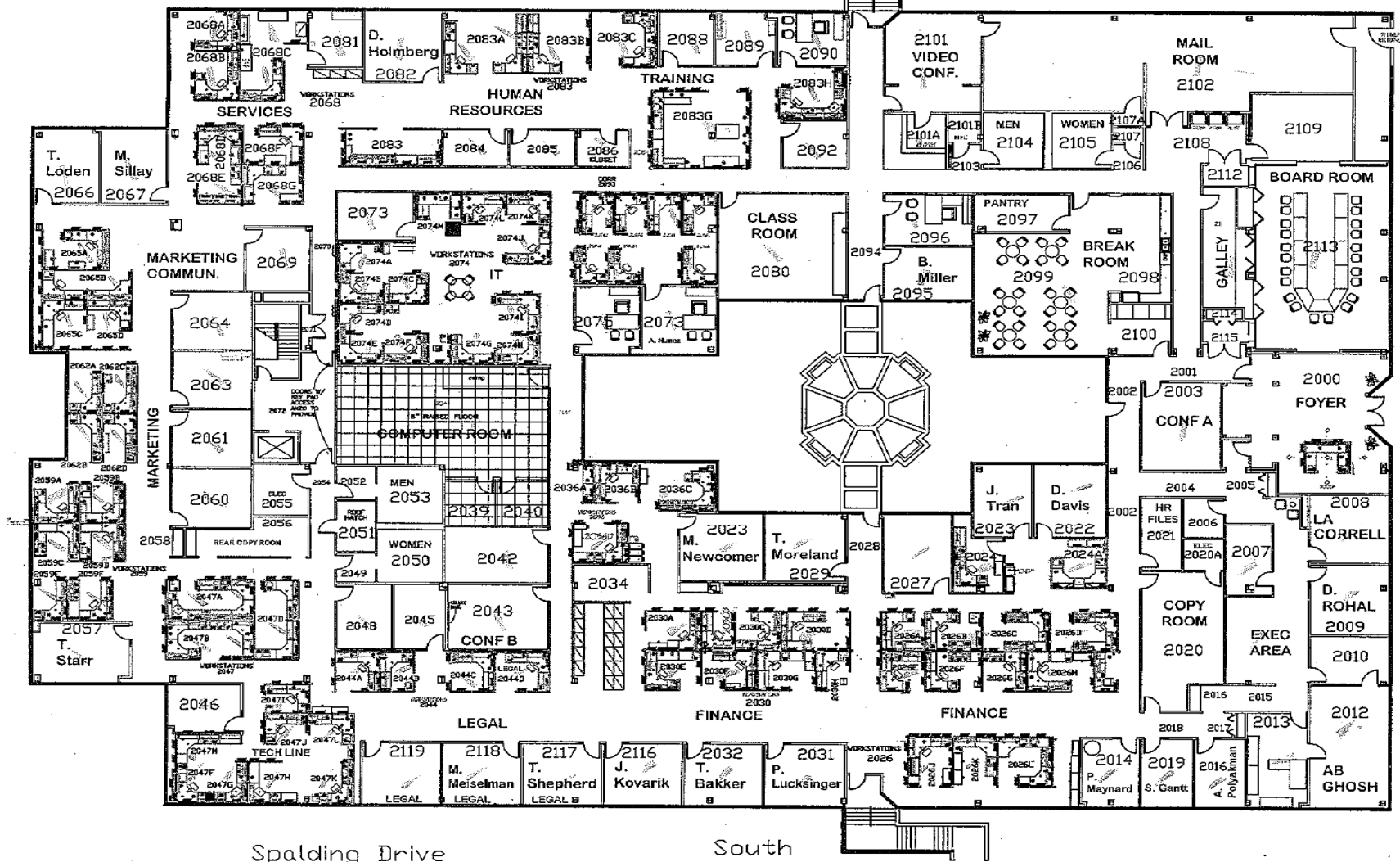
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	PREVENTIVE MAINTENANCE MANUAL			
Site Address				
<i>Gather all information to put in a 3-ring binder - feel free to add categories that apply to your space</i>				
CATEGORY	NOTES		DETAILS:	PHOTOS
FLOOR PLAN	number rooms for identification	Need room numbers and ID chart for numbers, Inventory plan to match, closets labeled	<i>name / contact info for architect</i>	Floor Plan
EVACUATION PLAN		Add exits, red lines and extinguishers fire extinguishers, exits, meeting places	<i>update floor plan and post it</i>	Evacuation Plan
<i>Collect details connected with each category and include make, model, SN, warranty info, contractor name, address, contact info. Include contracts, service contracts,</i>				
<i>date of purchase, lease termination date, service vendors, etc. Place copy of vendor business cards at the beginning of each category</i>				
ROOF / GUTTERS	know what kind of roof you have, its age and contractor name	who installed roof or does maintenance?	<i>vendor name / contact information</i>	
APPLIANCES	refrigerator	2 in kitchen, 5 mini fridges in classrooms and nurses office.	<i>make / model / sn</i>	
	stove	when purchased?	<i>make / model / sn + service contact info</i>	
	dishwasher	when purchased?	<i>make / model / sn + service contact info</i>	
	microwaves	when purchased? Specify locations	<i>make / model / sn + service contact info</i>	
	vending machines	owned or leased?	<i>make / model / sn + service contact info</i>	
	washer	when purchased?	<i>make / model / sn + service contact info</i>	warranty booklets
	dryer	when purchased?	<i>make / model / sn + service contact info</i>	warranty booklets
	water heater	location and when installed? Gas or electric? # gal?	<i>make / model / sn+ service contact info</i> <i>Tag the water shut off for ease of location</i>	
	freezer	when purchased?	<i>make / model / sn + service contact info</i>	warranty booklets

Akzo Nobel Coatings Inc.  
07-31-08

# FLOOR PLAN

North



Spalding Drive

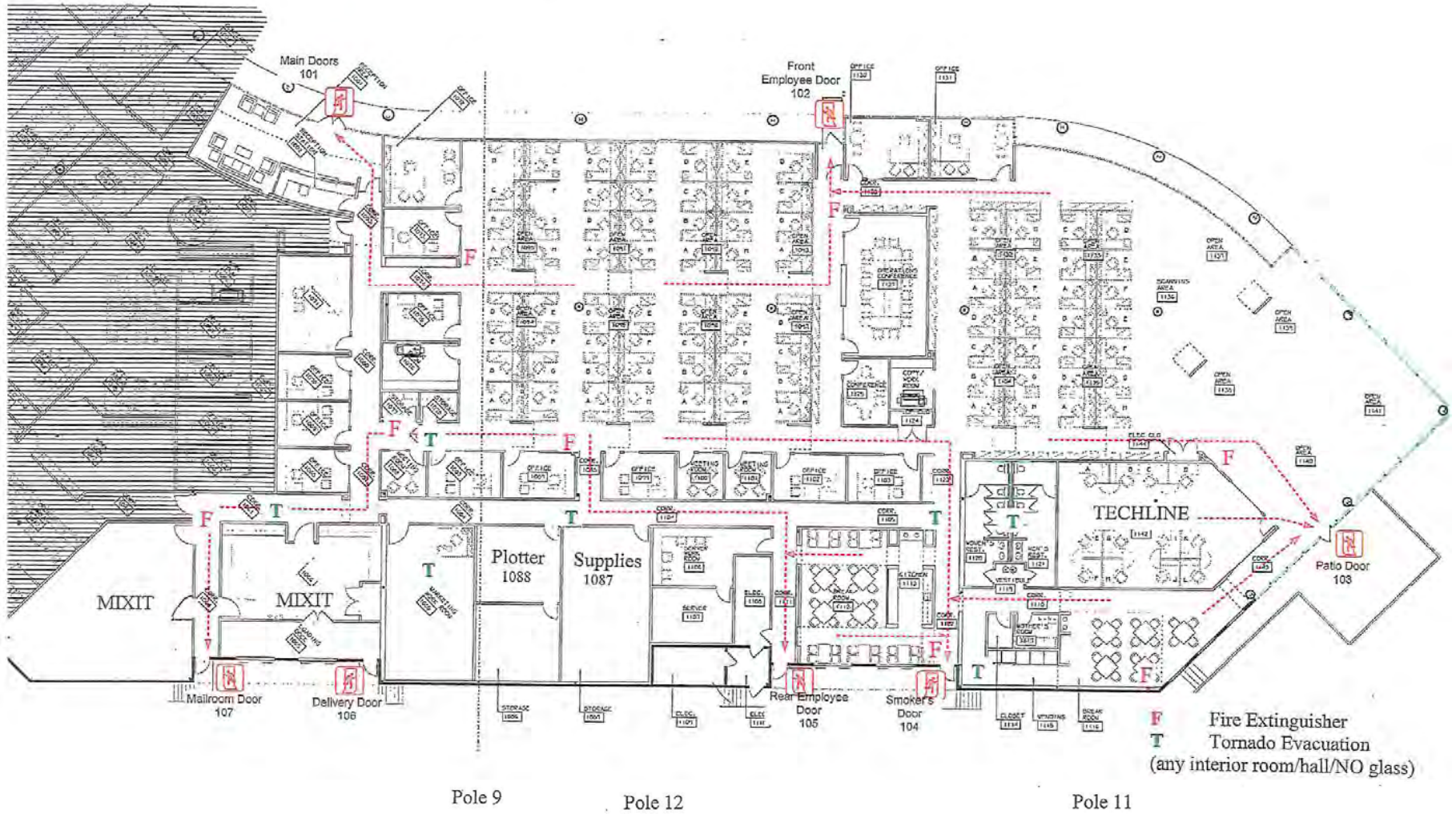
South

Pole 3

Pole 2

Pole 1

# Evacuation Route Plan



CATEGORY	NOTES		DETAILS:	PHOTOS
OFFICE EQUIPMENT	copier	when purchased? Specify locations	make / model / sn + service contact info	
	fax	when purchased? Specify locations	make / model / sn + service contact info	
	scanner	when purchased? Specify locations	make / model / sn + service contact info	
	laminator	when purchased? Specify locations	make / model / sn + service contact info	warranty booklets
	TV	when purchased? Specify locations	make / model / sn + service contact info	
	overhead projector	when purchased? Specify locations	Make and Model, identify what bulbs are needed and where they are	
	DVD/VCR	when purchased? Specify locations	make / model / sn + service contact info	warranty booklets
	IT / PHONE	servers	when purchased? Specify locations	make / model / sn + service contact info
	d link switch	when purchased? Specify locations	make / model / sn + service contact info	warranty booklets
	phones	when purchased? Specify locations	make / model / sn + service contact info include inventory	
	Computers	Spreadsheet with information on Shared drive.	make / model / sn + service contact info include inventory	



<b>ELECTRICAL</b>	photo of breaker box	location	show in floor plan	Photo
	label all breakers		reference floor plan and post by breakers	
	identify problem areas		indicate on floor plan	
	light fixtures, type bulbs and ballasts and source	include copy of Ga Power energy audit	Find energy audit	
<b>PLUMBING</b>	identify location of water main and shut off valves	Shut off in boiler room, water main location	tag lines and show on floor plan	Floor Plan
	grease trap details, cleanout locations	Grease trap installed 2009;cleanout is outside at grease trap site.	vendor name / contact information show location on site plan	Site Plan
	identify problems or leaks	have sprung leaks at various places including main water line, front of building and overhead pipe in laundry room.	indicate on floor plan	Floor Plan
<b>UTILITIES / SERVICES</b>	list provider, account #, emergency #s and payables #, include copy of bill	Include copy of invoices for full detail	Phone #s and contact name	Copies of Invoices
	<b>electric</b>			
	<b>gas</b>			
	<b>water</b>			
	<b>trash collection / recycling</b>			
	<b>pest control</b>			
	<b>termite bond</b>			
	<b>janitorial</b>			
	<b>Security include pass code</b>			
	<b>Water Cooler</b>			
	<b>Plumbing</b>			
	<b>Plumbing (sewer line / major projects)</b>			





CATEGORY	NOTES		DETAILS:	PHOTOS
<b>HVAC</b>	identify location, size, make, model of all units	4 units, all located on roof/ Installed in 2000, coils replaced in 2008 in three big units	make / model / sn + service contact info Tag t- stats to HVAC unit / show HVAC plan if available	HVAC Plan
<b>BUILDING MAINTENANCE</b>	<b>copies of any service contracts</b>	<b>see services &amp; equipment above</b>		
<b>LANDSCAPE MAINT</b>	Landscape		vendor name / contact information	
	Irrigation		vendor name / contact information	
	Tree Work		vendor name / contact information	
<b>SAFETY</b>	Employee list of cell & home phones		update staff numbers monthly & distribute	
	First Aid kit		vendor name / contact information	
<b>FIRE PREVENTION</b>	Fire extinguisher service contract / dates	Cintas, regular check on October, they also maintain fire hood in kitchen which has a separate inspection	vendor name / contact information copies of contracts and latest inspection reports	
	emergency contact information	Children's information on computer, backup book in Program Coordinator Office, information on each class is also maintained in classroom.	update staff numbers monthly & distribute	
	evacuation plan	need to be updated in color	review with staff and post	Evacuation Plan
	Fire Drill and Tornado Drill plans and schedule	monthly fire drill, annual tornado drill info in handbook	show meeting areas on evacuation plan	
	Do you have a weather radio?		who monitors & communicates?	
	smoke detector & CO2 detector location & schedule	Fire system in halls and classrooms monitored by ADT, CO2 detector in hall outside kitchen door in gross motor room.	schedule to change batteries	
<b>SECURITY</b>	contract	ADT	monitor # Acct # password copy of contract	
	camera and recording information	Cameras installed on perimeter of building, DVR recording movement in ED office. DVR maintains taping for 1 week	map of where cameras are and instruction of camera operation, DVR	
	alarm / disarm instructions	In ED office	vendor name / contact information be sure to share password for disarming	
	locksmith contact		vendor name / contact information	
	key list (#s and who has keys)	On shared drive needs updating		





CATEGORY	NOTES		DETAILS:	PHOTOS
FURNITURE	list equipment and furniture as asset list	Inventory	compare to asset list	PHOTOS
PLAYGROUND	list equipment and maintenance details	Inventory	compare to asset list	PHOTOS
SPECIAL EQUIPMENT	identify	Inventory	compare to asset list	PHOTOS
INTERIOR FINISHES	details of wallcovering, flooring, paint and sources		list paint colors, flooring selections, etc. and vendors names / contact information	
INSURANCE	Insurance policy and contact information	specify liability, worker's comp, auto coverage, separate accident policy for children, specialties, etc.	List insur agent contact information, policy #s and copy of certificates	
	get insur certif FROM all vendors naming you as named insured	references any work scheduled on site		
VEHICLES	registration and insurance card in vehicle	In vehicle.	copies of registration and title	
	service history	In vehicle.		
	vendors for various services		vendor name / contact information	
	verify employees who drive have current license		copies of DMV reports	
	emergency service		add emergency roadside assistance via insur	
TOOL KIT	put what you have in one place and organize it. What do you need? Join ToolBank Atlanta and get what you need	where are tools and who is responsible for organization and condition?		
MAINTENANCE CLOSET			organize tools, equipment, safely store ladders, label and date paint cans, separate flammables and combustibles and cleaning supplies. Don't let this room become your junk room - lock it. Post PM schedule on inside of door	
PREVENTATIVE MAINTENANCE SCHEDULE	Determine items that need attention. Ask advice from service providers or contracts for appropriate timing of service		Fill in PM schedule; post it; amend as needed; monitor it	PM Schedule
VOLUNTEERS	list projects, needs and hours worked	Kept by program coordinator and development coordinator		
	employee manual for employees and volunteers	Manual for employees complete, volunteers receive orientation	keep employee manual update & available	



<b>MAINTENANCE SCHEDULE</b>		<b>2012</b> <i>Indicate date work completed</i>											
<b>WEEKLY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	
Check all overhead lights													
IT BACKUP													
Clean up by dumpster & building exterior													
Clean floor drains in all restrooms													
<b>MONTHLY</b>													
Check outside lights													
Clear roof drains													
Clean drain traps in both break rooms													
Clean overhead filter grids in restrooms													
Clean ice maker filter													
Keep storage closets organized													
<b>QUARTERLY</b>													
Check fire extinguishers													
HVAV inspection													
vehicle oil changes & PM maintenance													
Clean icemaker filter													
smoke detector & CO2 detector check													
<b>BI-ANNUALLY</b>													
Check outside sign lights													
<b>ANNUALLY</b>													
Oil all door hinges													
Fire Drill													
Tornado Drill													
test fire sprinkler system													
inspect trees near structures/playground													
vehicle emissions and renew tag													
Identify timing for													
pest control													
termite treatment													
carpet cleaning													
security camera history													
update vendor & employee contacts													
review insur coverage													

