

**P**reventive **M**aintenance **P**rocedure

Exterior Building Surfaces

TASK DESCRIPTION	D	W	M	Q	S	A
1. Check for graffiti and remove.	x					
2. Make sure foundation vents are open in the summer and closed in the winter.					x	
3. Inspect walls for cracks, painting requirements and condition of grout on brick walls.					x	
4. Check building numbers and signs - repaint and tighten as required.					x	
5. Check condition of entrance steps, handrails, porches and patios - make the necessary repairs.					x	

- D -> Daily
- W -> Weekly
- M -> Monthly
- Q -> Quaterly
- S -> Semi-Annually
- A -> Annually