

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

Interior Building Surfaces

TASK DESCRIPTION	D	W	M	Q	S	A
<u>Walls and Ceilings</u>						
1. Check for general condition. Patch all cracks and holes.					x	
2. Look for water stains as an indication of roof or plumbing leaks.					x	
3. Check ceramic tile walls for grouting condition, and cracked or missing tiles. Replace as required.					x	
4. Check bathroom mirrors and cabinets. Replace broken glass.					x	
<u>Floors</u>						
1. Inspect concrete floors for cracks and pitting. Patch as required.					x	
2. Check tile floors for missing, cracked or loose tiles. Replace as required.					x	
3. Check carpeted floors for wear, loose seams, tears and condition. Repair as required.					x	
4. Check for loose baseboards and reattach.					x	
<u>Cabinets, Desks, Bookshelves and other Furniture</u>						
1. Check for general condition. Look for warping, missing panels, missing hardware and loose formica.					x	
2. Tighten latches and hinges.					x	
3. Lubricate hinges.					x	
<u>Stairs</u>						
1. Look for loose stair treads and reattach.			x			
2. Tighten loose handrails.			x			

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