

## Preventative Maintenance Schedule

Project: Shops at Madison Park

Last Revised: 02/2015

ACTIVITY	January	February	March	April	May	June	July	August	September	October	November	December	VENDOR
A/C Filters - Replace Units/Common Areas	x			x			x			x			Horizon Heating & Air
A/C Coils - Clean			x						x				Horizon Heating & Air
Buildings - Power wash			x						x				Central Montana Commercial Cleaning
Circulating Pumps - oil	x	x	x	x	x	x	x	x	x	x	x	x	Porter
Dryer Vents - Clean & Inspect	x	x	x	x	x	x	x	x	x	x	x	x	Porter
Dumpster/Corral - Clean & Sanitize	x	x	x	x	x	x	x	x	x	x	x	x	Central Montana Commercial Cleaning
Fire Extinguishers - Inspect & Re-charge						x							Porter
Fire Sprinklers - Inspect						x							HRS Plumbing, Inc.
Gates - Check & Insure Operation	x	x	x	x	x	x	x	x	x	x	x	x	Porter
Golf Carts - Service, Inspect Battery H2O Level	x	x	x	x	x	x	x	x	x	x	x	x	Porter
Heaters - Clean & Inspect			x										Horizon Heating & Air
Inventory - Prepare List Equipment & Parts		x						x					Porter
Maintenance Equipment - Check & Service	x	x	x	x	x	x	x	x	x	x	x	x	Porter
Parking Lots - Re-stripe & Paint Curbs	x	x	x	x	x	x	x	x	x	x	x	x	Porter
Property Signs - Clean & Inspect	x	x	x	x	x	x	x	x	x	x	x	x	Porter
Rain Gutters - Inspect & Clean				x						x			Valley Roofing
Roofs - Inspect, Repair				x						x			Valley Roofing
Roofs and Shingles - Inspect				x						x			Valley Roofing
Smoke Detectors - Inspect	x			x			x			x			Porter
Stairs & Railings - Inspect	x	x	x	x	x	x	x	x	x	x	x	x	Porter
Stairs & Railings - Touch up Paint		x						x					Porter
Storm Drains - Clean			x	x		x		x		x		x	Central Montana Commercial Cleaning
Utility Meters - Inspect & clean			x			x			x			x	Porter
Water Heaters - Inspect	x					x							Horizon Heating & Air
Annual Permits - Termite & Pool											x		Missoula Pest Control