



Maintenance Plan for

Vantage Career Center

818 North Franklin Street

Van Wert, Ohio 45891

Mission:

Vantage provides authentic, student-focused, career technical training that prepares high school students and adults for employment and further education.

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Book	Policy Manual
Section	7000 Property
Title	MAINTENANCE
Code	po7410
Status	Active
Adopted	July 5, 2001

7410 - **MAINTENANCE**

The Board of Education recognizes that the fixed assets of this District represent a significant investment of this community, and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Superintendent shall develop, for implementation by the custodial staff, a maintenance program which shall include:

- A. a regular summer program of facilities repair and conditioning;
- B. the maintenance of a critical spare parts inventory;
- C. an equipment replacement program;
- D. a long-range program of building modernization;
- E. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The Superintendent shall develop and promulgate to the custodial staff such rules as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant.

Said rules shall include the establishment of sound priorities among the requests for repairs received from directors.

Legal	A.C. 3301-35-03 (C)
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Explanation of Maintenance Program

Maintenance at Vantage Career Center is a daily activity of repairs, inspections, and preventive maintenance. The maintenance staff strives to offer the students, staff, and visitors a clean and safe environment for learning and teaching.

Maintenance work orders are received by Email, text, handwritten requests, voice mail, and sometimes in person. The requests are reviewed, put in order of importance, and divided up between maintenance staff depending on the most qualified staff to perform each particular duty. The maintenance supervisor is in charge of making sure work orders are completed in a timely manner and to the satisfaction of the person requesting the work and the superintendent. The maintenance supervisor answers to the superintendent.

We have worked hard to provide a sound maintenance program to help ensure the serviceability of the district assets. Important aspects of environmental, health, and safety are incorporated in our plan.

Our maintenance plan incorporates four specific activities that we focus on.

1. Preventive Maintenance (Planned)
2. Corrective Maintenance (Scheduled)
3. Reactive Maintenance (Unscheduled)
4. Emergency Maintenance (Unplanned)

Vantage works with outside contractors to do required inspections and maintenance that maintenance staff are not certified in or experienced to do. All other maintenance is handled in house.

Explanation of Preventive Maintenance

Preventive maintenance is a plan for periodic inspection, adjustment, lubrication, and replacement of parts that require service. Our preventive maintenance activities occur on different cycles - daily, weekly, monthly, quarterly, semi-annually, and annually. Our preventive maintenance plan includes inspections of the inside and outside of the school.

We have developed our preventive maintenance program based on the equipment manufacturers' recommendations for each piece of equipment. Preventive maintenance is an important part of our schedule to help reduce conditions that lead to breakdowns and damage of the important systems in our school.

Our goal is to adjust, lube, or repair any equipment that could become harmful or break down before they become a major problem or expense. The preventive maintenance tasks are assigned to a maintenance employee that has the most expertise in each particular piece of equipment.

Preventive maintenance that takes place in occupied areas are usually performed during holidays, fog days, snow days, summer, or when school is closed. All other preventive maintenance is performed on a daily basis.

It is the duty of the maintenance supervisor, with the approval of the superintendent, to budget for all preventive maintenance supplies (filters, chemicals, belts, gaskets, etc.). We keep an extensive supply of repair parts and preventive maintenance supplies on hand to avoid any long term breakdowns.

Maintenance and Custodial Personnel

1	Maintenance Supervisor	Full Time
1	Maintenance / Custodian (Days)	Full Time
2	Maintenance / Custodians (Night Shift)	Full Time
1	Custodian - Cafeteria (Days)	Part Time
1	Custodian - As Needed Weekend/Holiday	Part Time
3	Maintenance / Custodian (Summer)	Part Time

The maintenance/custodial staff is evaluated on a yearly basis. Each staff member completes a self evaluation, then the supervisor completes one on each person. After these are completed, a face to face meeting with the supervisor to discuss each evaluation takes place. When completed, the superintendent reviews all evaluations.

Maintenance Supervisor - Day Shift - Examples of Duties

- Calls vendors for pricing of needed repair parts
- Complete requisitions for repair parts and service calls
- Receives calls from instructors and staff for maintenance needs
- Schedules maintenance and preventive maintenance for in house repairs and preventive maintenance
- Schedules vacations, sick leave, and subs
- Schedules school vehicles for trips, service, and repairs
- Fuels vehicles as needed
- Works on maintenance repairs
- Works on preventive maintenance schedule
- Landscapes, mows, and plows snow
- Performs custodial duties if needed

Maintenance/Custodian - Day Shift - Examples of Duties

- Works on maintenance repairs - assigned by maintenance supervisor
- Works on preventive maintenance - assigned by maintenance supervisor
- Landscapes, mows, and plows snow
- Performs custodial duties if needed

Maintenance/Custodian - Night Shift

- Follows night shift schedule - sample schedule included

Custodial - Day Shift - Cafeteria

- Follows cafeteria schedule - sample schedule included

Night Shift Maintenance		D-G and Office Areas	3:00-11:30 p.m.
Daily	1. Collect trash in office areas (all areas) A. High school and guidance offices (F03/F05) B. G15 workroom, Miriam's office (G11) C. Adult Ed office area (E06/E08)		
Daily	2. Classrooms (D12, D13, D14, D15, D17, D20, D21, D23, D24) A. Sweep B. Pick up trash		
Daily	3. Clean Restrooms A. Adult Ed Office Area (E06 C/D), High School Office Area, Clinic (F05G) B. Cafeteria Men (F09), Cafeteria Women (F08), and Family Restroom		
Daily	4. Collect Trash A. ECE Preschool (D02) and COS (D10) B. Adult Ed Break Room (D06)		
Daily (As Needed)	5. Pick up Trash and Vacuum A. Community Room (G02); Clean Tables and Straighten Chairs as Needed B. High School and Guidance Offices (F03/F05) C. G15 Workroom, MJW Office (G11) D. Adult Ed office area (E06/E08) including all offices, conference room, reception area, and workroom		
Daily	6. Hallways and Foyers A. Dust mop hallways daily and scrub on Friday B. Vacuum foyers		
M & W	7. Clean Restrooms A. Culinary (F04B/C), Kitchen (F12C) B. Teacher Workroom (G15B), By MJW (G13) and ISS (E07A)		
T & Th	8. Clean Restrooms A. ECE (D02A, D02B), COS (D10A) B. Auto Body, AG, Auto Tech		
M & W	9. Computer lab (A04) A. Collect trash B. Vacuum as needed		
Thursday	10.. Sweep and mop linoleum floors in ECE		
Friday	11. Sweep and mop linoleum floors in COS 12.. Vacuum Adult Ed break room and A04		
Restroom Cleaning	A. Fill Toilet Paper, Paper Towels, Hand Soap, and Batteries as Needed B. Clean Sinks, Toilets, Urinals, Mirrors, Dispensers, and Partitions C. Pick up Trash and Replace Liners in Sanitary Napkin Disposal Bins D. Sweep and Mop		
As Time Permits	A. Clean Floor in Maintenance Office as needed B. Clean Desktops, Walls, Glass, Water Fountains, Tops of Locker, and Lockers		
DAILY	LOCK UP BUILDING		

Night Shift Maintenance P.M		A-C and H	3:00-11:30
Daily (Shared Duty)	1. Vehicle Prep - As needed A. Prep school vehicles and put away -as needed B. Turn off fuel pumps and secure bus barn		
Daily	2. Classrooms– Sweep and Collect Trash Rooms – A02, A15, A16, A19, C12, C14, C17, C19, C20, C22, C23, C24, C25 C26, C28, H08		
Daily	3. Clean Restrooms A. Main C-Hall Men's and Women's B. Main B-Hall Men's and Women's (Located in AB Crossover Hallway) C. District Office (A02)		
Daily	4. Hallways and Foyers A. Dust mop hallways daily and scrub on Friday B. Vacuum foyers		
M-W-F	5. Sweep/Vacuum and Collect Trash A. Rooms - H17, H19, H21 B. District Office (Including extra cleaning in board room before meetings)		
M & W	6. Sweep and Collect Trash in MOM (A07), CNT (A09), IAM (A13), and C13 7. Clean Teacher Workroom Restrooms (A16 B/C) - Check daily 8. Clean Bus Barn offices, classroom, and restrooms (trash, sweep, and mop as needed)		
M&W T & Th	9. Clean Shop Restrooms A. WELD (H12), IM (H14) B. PM (H16), ELE (H18), CARP (H20), CET (H24)		
T & Th	10. Classrooms-Sweep and Collect Trash A. Junior, Senior, and Adult Ed Health Tech (B14, B16, A18) B. Special Needs Classrooms, Office, Conf. Room, & LPN(B04, B05, B06, B07, B08) C. Testing Room (C15) D. Bus Barn Offices and Classroom, including restrooms		
Tuesday Friday	11. Clean Restrooms A. High School Health Tech (B14C), Special Needs-Farr (B07A) B. Adult Ed Health Tech (A18C)		
T & F	12. Classrooms and Offices - Sweep and collect trash A. Police Academy Office (A05) B. T&I Office/Maintenance Office (H04/H08) C. Resource Room (C13)		
Restroom Cleaning	A. Fill Toilet Paper, Paper Towels, Hand Soap, and Batteries as Needed B. Clean Sinks, Toilets, Urinals, Mirrors, Dispensers, and Partitions C. Pick up Trash and Replace Liners in Sanitary Napkin Disposal Bins D. Sweep and Mop		
As Time Permits	Wash Desktops, Clean Walls, Clean Glass, Clean Water Fountains, Clean Tops of Locker, Wash Lockers		
DAILY	LOCK UP BUILDING		

Cafeteria Duties		M	T	W	TH	F
Fill spray bottles with sanitizer - Use Sani-Q	Daily					
Pick up trash, trays, etc. from tables	Daily					
Wash all tables using Sani-Q (Spray heavily if needed)	Daily					
Move chairs away from tables	Daily					
Sweep floor underneath and around tables	Daily					
Fill mop bucket with neutral cleaner - Use Crossbow	Daily					
Set up wet floor signs BEFORE MOPPING - 3 areas	Daily					
Spot mop around and underneath tables	Daily					
Move chairs back around tables	Daily					
Rinse out mop bucket/mop and hang mop to dry	Daily					
Remove wet floor signs	Daily					
Empty all trash containers and take to dumpster	Daily					
Install new trash liners in the containers	Daily					
Mop ALL tile area	Weekly					
Vacuum west high school & east cafeteria entrances	Weekly					
Wash windows in west high school & east cafeteria entrances	Weekly					
Clean drinking fountains in cafeteria	As Needed					
Empty trash outside high school and cafeteria entrance	As Needed					
Sweep and clean up area around trash dumpsters	As Needed					
Clean microwaves inside and out	As Needed					
Sweep stage and steps - use a clean dust mop	As Needed					
Wash out trash containers	As Needed					
Kitchen Duties						
Take out trash - all containers	Daily					
Install new liner in trash containers	Daily					
Get mop bucket ready with fresh water & Citrus Chisel Degreaser	Daily					
Set up wet floor signs BEFORE MOPPING - 3 areas	Daily					
Mop kitchen and dish room area	Daily					
Rinse out mop/mop bucket & hang mop to dry; clean out mop sink	Daily					
Put wet floor signs away	Daily					

Wash out trash containers	As Needed					
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Building Finishes and Statistics

Interior / Exterior Finishes

Type of Finish	Quantity (Square Feet)
Carpet	42,241
Wood Floor	441
Linoleum	31,146
Terrazzo	30,513
Tile - Porcelain	913
Tile - Quarry	5,497
Concrete - Painted	66,368

Size of Building

Building	Square Feet	Year Opened
Main	120,873	1976
Addition	66,000	2015

Total 186,873

Number of Classroom, Labs, and Offices

Quantity	Type of Space
9	High Bay Tech Labs - Shops
10	Tech Labs - COS, Culinary, Health, Business, ECE, Criminal Justice
26	Classrooms
4	Chemistry / Science Labs
1	Media Center
1	District Office
1	High School Office
1	Guidance Office
1	Adult Education Office

Maintenance Requests	
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[illegible]

Priority 1 Do Today

Priority 2
Next 2 Days

Priority 3
1 Month

Priority 4

Break, Snow Day, or Summer

Contracted Services for Inspection and Preventive Maintenance

Vendor	Frequency	Contracted Services	Dates
Ingersol Rand	Varies	Package Care Agreement for Preventive Maintenance Based Upon Hours of Operation 125 H.P. Rotary Compressor VN1173 25 H.P. Rotary Compressor PX5804 (Backup Compressor)	
Buckeye Exterminating	Monthly	Exterminate and Control Nuisance Insects and Rodents	July 1 - June 30
Vulcan Fire Protection	Annual	Sprinkler System Inspection Inspect Sprinkler Heads, Risers, etc.	November
Van Wert Fire Department	Annual	Building Inspection Inspect Total Building, Preschool, and Truck Academy	September
Secur Com	Annual	Fire Alarm Inspection Inspect all Fire Panels, Smoke Detectors, heat Detectors, Horns, and Strobes	November
	Daily	Monitor Fire Alarm - Security System Alert Maintenance to Issues Immediately	July 1 - June 30
Department of Commerce	Annual	Inspect Elevator / Lift at Stage in Cafeteria	October
Ohio CAT	Semiannual	Generator Inspection Required Preventive Maintenance on Generator	September / March
Chardon Labs	Monthly	Water Treatment Supply water testing and treatment on HVAC Equipment	June 1 - May 31
Koorsen Fire Equipment	Semiannual	Suppression System Inspection Preventive Maintenance on Suppression Systems in Kitchen and Culinary Hoods	July / January
Liberty Services	Semiannual	Hood Cleaning Clean Hood Systems and Filters in Kitchen and Culinary Hoods	August / December
Ohio and Indiana Roofing	Semiannual	Inspect Roof Perform Preventive Maintenance as Required (Rubber Roof)	November / April
Van Wert Fire Equipment	Annual	Inspect Fire Extinguishers Perform Maintenance, Recharge, and Tag as Required	August
Travellers Insurance	Annual	Inspect Boilers Tag for State License	October

Area	Number	Size (LBS)	Type	Location	Special Note	Date Inspected
CET	H24-1	10	ABC	west wall		
CET	H24-2	10	ABC	back door #38		
CET	H24-3	10	ABC	by telephone east wall		
Carpentry	H20-1	15	CO2	Front door		
Carpentry	H20-2	10	ABC	West wall		
Carpentry	H20-3	20	ABC	North wall		
Carpentry	H20-4	10	CO2	back door #35		
Carpentry	H20-5	10	ABC	By South wall		
Electricity	H18-1	15	CO2	Front door West Wall		
Electricity	H18-2	10	ABC	Back door #33		
Electricity	H18-3	10	ABC	By tool room S wall		
Precision Machining	H16-1	20	ABC	Front door W wall		
Precision Machining	H16-2	10	ABC	Storage room N wall		
Precision Machining	H16-3	15	CO2	Back door #31		
Precision Machining	H16-4	15	CO2	By tool room S wall		
Industrial Mech	H14-1	15	CO2	Front door W wall		
Industrial Mech	H14-2	10	ABC	Water fountain		
Industrial Mech	H14-3	10	ABC	Back door #29		
Industrial Mech	H14-4	5	ABC	Torch cart		
Industrial Mech	H14-5	5	ABC	Torch cart		
Main Mech Room	H13-1	10	ABC	Front door S wall		
Main Mech Room	H13-2	20	ABC	Mount by back door # 44 N wall		
Main Mech Room	H13-3	10	CO2	Door into Electrical Room		
Welding	H12-1	15	CO2	Front door W wall		
Welding	H12-2	10	ABC	Phone		
Welding	H12-3	10	ABC	Ladder to loft		
Welding	H12-4	15	CO2	By storage room door and welding table		
Welding	H12-5	10	ABC	Back door # 27		
Welding	H12-6	15	CO2	Welding table		
Welding	H12-7	5	ABC	Tomahawk cart		
Welding	H12-8	5	ABC	Welding Torch Cart 1		
Welding	H12-9	5	ABC	Welding Torch Cart 2		
Welding	H12-10	5	ABC	Welding Torch Cart 3		
Welding	H12-11	5	ABC	Welding Torch Cart 4		
Welding	H12-12	5	ABC	Portable Mig welder		
Welding	H12-13					

Fire Extinguisher List

Welding	H12-14	5	ABC	Watts Cutter		
Welding	H12-15	5	ABC	Portable Mig Mig Welder New		
Auto Tech	H2-1	10	ABC	Front door W Wall		
Auto Tech	H2-2	10	ABC	North wall		
Auto Tech	H2-3	10	ABC	East wall North side		
Auto Tech	H2-4	10	ABC	Back door #25		
Auto Tech	H2-5	15	CO2	By tool room S wall		
Auto Tech	H2-6	10	ABC	Loft stairwell		
AG	G16-1	10	ABC	Front door		
AG	G16-2	10	ABC	Torch cart		
AG	G16-3	5	ABC	Torch cart		
AG	G16-4	10	ABC	Back dooor # 24		
AG	G16-5	10	ABC	By paint booth		
AG	G16-6	10	ABC	Loft stairwell		
AG	G16-7	5	ABC	Torch cart		
AG	G16-8	5	ABC	Power Max Plasma Cutter		
Autobody	G12-1	10	ABC	Water fountain N wall		
Autobody	G12-2	5	ABC	E wall door #22		
Autobody	G12-3	5	ABC	Torch cart		
Autobody	G12-4	15	ABC	Tagged as ABC Dry Chem; extinguisher says CO2		
Autobody	G12-5	5	ABC	Mig welder 140		
Autobody	G12-6	5	ABC	Nwall New Paintbooth		
Autobody	G12-7	10	ABC	E wall door # 20		
Autobody	G12-8	10	ABC	In stairwell of paint booth loft		
Autobody	G12-9	10	ABC	Paint mixing room		
Autobody	G12-10	10	ABC	In stairwell of main loft		
Autobody	G12-11	5	ABC	S wall work bench		
Autobody	G12-12	5	ABC	Mig welder 140		
Autobody	G12-13	5	ABC	Mig welder 140		
Autobody	G12-14	5	ABC	Mig welder 140		
Autobody	G12-15	5	ABC	Mig welder 140		
Autobody	G12-16	5	ABC	Thermal cut Master		
Autobody	G12-17	5	ABC	Thermal cut Master		
Autobody	G1218	5	ABC	Tig welder		
Autobody	G12-19	5	ABC	Tig welder		
Autobody	G12-20	5	ABC	Mig welder 250 XT		
Warehouse	G8-1	15	CO2	Front door		
Warehouse	G8-2	10	ABC	Back door #15		

Fire Extinguisher List

Hallway	E8-1	10	ABC	E Hallway		
Hallway	1	10	ABC	H Hallway		
Hallway	2	10	ABC	H Hallway		
Hallway	3	10	ABC	H Hallway		
Hallway	4	10	ABC	H Hallway		
Hallway	5	10	ABC	G Hallway		
Hallway	6	10	ABC	G Hallway		
Hallway	7	10	ABC	G Hallway (By Commons)		
Hallway	8	10	ABC	Commons (Near front office)		
Hallway	9	10	ABC	Adult Education Hallway		
Hallway	10	10	ABC	D Hallway(Media Center)		
Hallway	11	10	ABC	CD Hallway Crossover		
Hallway	12	10	ABC	D Hallway		
Hallway	13	10	ABC	D Hallway		
Hallway	14	10	ABC	D Hallway by ECE		
Hallway	15	10	ABC	C Hallway		
Hallway	16	10	ABC	C Hallway		
Hallway	17	10	ABC	C Hallway		
Hallway	18	10	ABC	C Hallway		
Hallway	19	10	ABC	B Hallway by B6		
Hallway	20	10	ABC	B Hallway by B16		
Hallway	21	10	ABC	A Hallway by Weight Room		
Hallway	22	10	ABC	AB Hallway Crossover		
Hallway	23	10	ABC	A Hallway by MA Hall office		
Hallway	24	10	ABC	A Hallway by Mom		
Culinary Arts Kitchen	F6-1	15	Wet Chem	Back of kitchen; restaurant type		
Kitchen	F12-1	15	Wet Chem	Near west serving line		
Kitchen	F12;2	15	Wet Chem	Back of kitchen; restaurant type		
Cup and Saucer	F4-1	10	ABC	By swinging doors		
Adult Ed Office	F8-1	10	ABC	By E06J storage room		
F14 Mechanical Room	F14-1	10	ABC	Eect./Mech. By the Kitchen		
B11 Mechanical Room	B11-1	10	ABC	Elect./Mech. B Hallway		
D19 Mechanical Room	D19-1	10	ABC	Elect./Mech. D Hallway		
H9 Mechanical Room	H09-1	10	ABC	Elect./Mech. H Hallway		
Cosmetology	D10-1	10	ABC	Hallway		
Cosmetology	D10-2	10	ABC	By Facial Room		
Distric Office	A2-1	10	ABC	By restroom		
ECE	D2-1	10	ABC	By kitchen door		

ECE	D2-2	10	ABC	By Observation Room		
Science	C25-1	10	ABC	By lab tables		
Science	C23-1	10	ABC	By lab tables		
Science	C19-1	10	ABC	By Microscope cabinets		
Science	C17-1	10	ABC	By Cabinets on N wall		
Bus # 1		5	ABC	School bus (bluebird)		
Bus # 2		5	ABC	School bus (bluebird)		
Bus #3		5	ABC	School Bus (bluebird)		
Van # 1	Blue	5	ABC	Dodge Grand caravan mini van 2013		
Van # 2	White	5	ABC	Dodge Grand caravan mini van 2013		
Van #3	white	5	ABC	Chevy express full size van 2013		
Van # 4	Red	5	ABC	Ford E150 XL Wagon 2014		
Van # 5	Silver	5	ABC	Chrysler T&C mini van 2006		
Van # 6	Gray	5	ABC	Dodge Grand caravan mini van 2014		
Car	Gray	5	ABC	Chevy Impala LS 2013		
Pick-up Truck	Gray	5	ABC	F350 Ford flatbed		
Fork Lift		5	ABC	Nissan older fork lift		
Fork Lift		5	ABC	Hyundai 2014		
A-16 Workroom	A16-1	10	ABC	By the door		
Adult Ed Work Room	D06	10	ABC	By the door		
Senior Health Tech	B14-1	10	ABC	By Storage room door		
Adult Ed. Health Tech.	A18-1	10	ABC	Underneath Clock		
Junior Health Tech.	B16-1	10	ABC	By teacher office		
Police Academy	A19-1	10	ABC	Exit Wall		
Bus Barn	BB-1	10	ABC	Southwest door		
Bus Barn	BB-2	10	ABC	Southeast Door		
Bus Barn	BB-3	10	ABC	Northeast door		
Bus Barn	BB-4	10	ABC	Hallway by classroom		

Spares

Type	Size (Pounds)	QTY	Location and Notes	Number	Date Inspected
CO2	5	1	Storage closet (HO7)		
CO2	10	3	Storage closet (HO7)		
CO2	15	2	Storage closet (HO7)		
CO2	20	2	Storage closet (HO7)		
ABC	5	23	Storage closet (HO7)		

Fire Extinguisher List

ABC	10	15	STorage closet (HO7)		
ABC	20	2	STorage closet (HO7)		
Wet Chem	*	1	STorage closet (HO7) : Restaurant Style		
Water Mist	*	1	Storage closet (HO7) :		

I.D. #	Code	Location	Room Number	Type	Notes
1.1	PSD	District Office-Main Entry (Foyer)	A03	Smoke	
1.2	PSD	District Office Above Fire Panel	A02	Smoke	
1.4	PSD	Treasurer Office (Lori D.)	A02B	Smoke	Above Ceiling: Return Air
1.5	PSD	Supt. Storage Room	A02C	Smoke	Above Ceiling: Return Air
1.6	PSD	Electric Closet	D11	Smoke	Across from COS Related
1.8	PSD	COS Lab	D10	Smoke	Hall into Room; Above Ceiling
1.10	PSD	COS Dispensary	D10B	Smoke	Above Ceiling
1.11	PSD	COS Facial Room	D10C	Smoke	Above Ceiling
1.15	PSD	COS Dispensary	D10B	Smoke	Above Ceiling
1.16	PSD	COS Restroom	D10A	Smoke	Above Ceiling
1.17	PSD	COS Office	D12A	Smoke	Above Ceiling
1.20	PSD	A.E. Storage	E06J	Smoke	Above Ceiling
1.21	PSD	Tech Room	E04	Smoke	By Tech Office
1.23	PSD	Tech Storage Room	D16A	Smoke	Above Ceiling
1.24	PSD	Hallway Outside D17 (Casto)		Smoke	
1.25	PSD	Hallway Outside D17 (Casto)		Smoke	
1.26	PSD	Hallway Outside C13 Comp. Rm.		Smoke	
1.27	PSD	Adult Ed Computer Room	C13	Smoke	Above Ceiling
1.28	PSD	Hallway Outside C15 AE Testing		Smoke	
1.29	PSD	Electric Closet	B10	Smoke	By Sr. Health Tech
1.30	PSD	Tech Room	B12	Smoke	By Sr. Health Tech
1.31	PSD	Sr. Health Tech	B14	Smoke	Above Ceiling; Return Air
1.32	PSD	Sr. Health Tech	B14	Smoke	
1.33	PSD	HS Health Tech Restroom	B14C	Smoke	
1.35	PSD	HS Health Tech Storage	B14B	Smoke	Above Ceiling
1.36	PSD	HS Health Tech Storage	B14B	Smoke	Above Ceiling; Return Air
1.37	PSD	Sr. Health Tech Office	B14A	Smoke	
1.39	PSD	HS Health Tech Storage	B14B	Smoke	
1.40	PSD	Jr. Health Tech Office	B16A	Smoke	
1.41	PSD	Jr. Health Tech Lab	B16A	Smoke	Above Ceiling; Return Air
1.42	PSD	Jr. Health Tech Lab	B16A	Smoke	Above Ceiling; Return Air
1.43	PSD	A.E. Health Tech Lab	A18	Smoke	Above Ceiling; Return Air
1.45	PSD	A.E. Health Tech Storage	A18A	Smoke	
1.47	PSD	A.E. Health Tech Storage	A18A	Smoke	Above Ceiling; Return Air
1.48	PSD	A Hall Work Room Restroom	A16C	Smoke	
1.49	PSD	A Hall Workroom Restroom	A16B	Smoke	

1.50	PSD	A Hall Workroom Storage	A16A	Smoke	Above Ceiling; Return Air
1.51	PSD	A.E. Storage	A18A	Smoke	
1.52	HD	Mechanical Room	B11	Heat	
1.53	DD	Mechanical Room DOA	B11	Smoke	Duct
1.54	DD	Mechanical Room DOA	B11	Smoke	Duct
1.55	HD	Mechanical Room	B11	Heat	
1.57	PSD	M.O.M.. Office	A07B	Smoke	Above Ceiling; Return Air
1.59	PSD	M.O.M. Lab (In Hall)	A07	Smoke	Above Ceiling; Return Air
1.61	PSD	M.O.M. Lab (In Hall)	A07	Smoke	Above Ceiling; Return Air
1.62	PSD	M.O.M. Lab (In Hall)	A07	Smoke	Above Ceiling; Return Air
1.63	PSD	Network Systems Lab (In Hall)	A09	Smoke	Above Ceiling; Return Air
1.65	PSD	Network Systems Lab (In Hall)	A09	Smoke	Above Ceiling; Return Air
1.66	PSD	Network Systems Lab (In Hall)	A09	Smoke	Above Ceiling; Return Air
1.67	PSD	Network Systems Office	A09	Smoke	Above Ceiling; Return Air
1.69	PSD	Interactive Media Lab (In Hall)	A13	Smoke	Above Ceiling; Return Air
1.70	PSD	Interactive Media Lab (In Hall)	A13	Smoke	Above Ceiling; Return Air
1.72	PSD	Interactive Media Lab (In Hall)	A13	Smoke	Above Ceiling; Return Air
1.73	PSD	Interactive Media Office	A13A	Smoke	Above Ceiling; Return Air
1.76	PSD	Interactive Media Sound Room	A13C	Smoke	Above Ceiling; Return Air
1.77	PSD	Joyce Science Lab (In Hall)	C17	Smoke	Above Ceiling; Return Air
1.78	PSD	Joyce Science Lab (In Hall)	C17	Smoke	Above Ceiling; Return Air
1.79	PSD	A.E. Testing Rm (In Hall)	C15	Smoke	Above Ceiling; Return Air
1.83	PSD	Science Lab Office (Dan/Rachael)	C17	Smoke	Above Ceiling; Return Air
1.84	PSD	Harpel Science Lab (In Hall)	C19	Smoke	Above Ceiling; Return Air
1.85	PSD	Harpel Science Lab (In Hall)	C19	Smoke	Above Ceiling; Return Air
1.87	HD	D Mechanical Room	D19	Heat	By Proctor
1.88	PSD	D Mechanical Room DOA	D19	Smoke	By Proctor
1.91	HD	D Mechanical Room	D19	Heat	By Proctor
1.92	PSD	Admin Back Hall (By Mailroom)	F03G	Smoke	
1.95	PSD	Admin Mail Room	F03G	Smoke	Above Ceiling; Return Air
1.101	PS	District Office Entry (Door 1)	A03	Pull Station	Foyer
1.102	PS	District Office Entry (Door 1)	A03	Pull Station	
1.103	PS	District Office at Fire Panel	A03	Pull Station	
1.104	PS	Hall by ECE (Door 2-W. Entr.)	D02	Pull Station	
1.105	PS	ECE Reception (Door 4)	D02	Pull Station	
1.106	PS	COS Lab (Door 5)	D10	Pull Station	
1.107	PS	A.E. Reception (Door 6)	E08	Pull Station	

1.108	PS	Hallway by Rm D15 (Falk)	D15	Pull Station	
1.109	PS	Hallway by Rm D17 (Casto)	D17	Pull Station	Casto
1.110	PS	Hallway by Rm C13 Computer Rm	C13	Pull Station	
1.111	PS	B Mechanical Rm	B11	Pull Station	
1.112	PS	Hallway by Jr. Health Tech (Door 49)	A16	Pull Station	
1.113	PS	Hallway by Police Academy (Door 50)	A19	Pull Station	
1.114	PS	Police Academy (Door 51)	A19	Pull Station	
1.115	PS	Joyce Science Lab (Door 48)	C17	Pull Station	
1.116	PS	Harpel Science Lab (Door 47)	C19	Pull Station	
1.117	PS	Hall by In School Suspension	E07	Pull Station	
1.118	PS	ECE Storage Room (Door 3)	D02D	Pull Station	
1.139	PS	Hall by AE Testing Room	C15	Pull Station	
1.150	MM	NAC1 Electrical Room	B10	Monitor Module	By Health Tech
1.151	MM	NAC2 Electrical Room	D11	Monitor Module	By COS Lab
1.152	MM	NAC3 Electrical Room	D11	Monitor Module	By COS Lab
1.153	MM	NAC4 Tech Room	E04	Monitor Module	By Tech Office
1.175	CR	Smoke Dampers Southwest Area	E04	Control Relay	Tech Rm by Tech Office
1.176	CR	Smoke Dampers Southwest Area	D11	Control Relay	Electrical Rm by COS Lab ALI-32
1.177	CR	Smoke Dampers Southwest Area	D11	Control Relay	Electrical Rm by COS Lab ALI-34
1.178	CR	Smoke Dampers Southwest Area	D11	Control Relay	Electrical Rm by COS Lab D11 ALI-36
1.179	CR	Smoke Dampers Northwest Area		Control Relay	B Mech. Rm BLI-26
1.180	CR	Smoke Dampers Northwest Area		Control Relay	B Mech. Rm BLI-28
1.181	CR	Smoke Dampers Northwest Area		Control Relay	B. Mech Rm BLI-30
1.182	CR	Smoke Dampers Northwest Area		Control Relay	B Mech. Rm. BLI-32
1.183	CR	Smoke Dampers Northwest Area		Control Relay	B Mech Rm BLI-34
1.184	CR	HVAC Shut Down Mech. Rm	D19	Control Relay	By Proctor
1.185	CR	Smoke Dampers Northwest Area		Control Relay	
1.186	CR	HVAC Shut Down Mech. Rm	B11	Control Relay	By Health Tech
2.1	PSD	Hall by Admin Workroom		Smoke	
2.2	PSD	Hall by Admin Workroom		Smoke	
2.3	PSD	Foyer into Admin Area (Door 7)	F01	Smoke	
2.4	HD	Culinary Kitchen	F06A	Heat	
2.5	HD	Culinary Kichen	F06A	Heat	
2.6	PSD	Culinary Kitchen Storage	F06B	Smoke	Above Ceiling; Return Air
2.8	PSD	Culinary Kitchen Dry Food Storage		Smoke	Above Ceiling; Return Air
2.11	PSD	Culinary Office	F06E	Smoke	Above Ceiling; Return Air
2.13	PSD	Kitchen Dry Food Storage	F12E	Smoke	Above Ceiling; Return Air

2.14	HD	Kitchen Serving Area	F12	Heat	
2.15	HD	Kitchen Serving Area	F12	Heat	
2.16	HD	G Mech. Rm (By Kitchen)	F14	Heat	
2.17	DD	G Mech. Rm (By Kitchen)	F14	Duct	DOA
2.18	HD	G Mech. Rm (By Kitchen)	F14	Heat	
2.21	PSD	Student Entrance (East) Door 13	G03	Smoke	
2.22	PSD	Recycling Rm. (Across from Comm Rm)	G05	Smoke	Return Air
2.24	PSD	Table/Chair Storage Rm (Across from Warehouse)	G07	Smoke	Return Air
2.26	PSD	Electric Closet (By Warehouse)	G04	Smoke	
2.28	PSD	Warehouse	G08	Smoke	Return Air
2.30	PSD	Warehouse	G08	Smoke	Return Air
2.32	PSD	Tech Closet (By Warehouse)	G06	Smoke	Return Air
2.33	PSD	Tech Closet (By Warehouse)	G06	Smoke	
2.34	PSD	Hall (By Table Storage)	G07	Smoke	
2.36	PSD	Table/Chair Storage Room	G07	Smoke	
2.37	PSD	NE Student Dining	F15	Smoke	
2.38	PSD	NW Student Dining	F15	Smoke	
2.39	PSD	Student Dining Restroom	F07	Smoke	
2.40	PSD	Student Dining Restroom	F08	Smoke	
2.41	PSD	MJW Storage Room	G09	Smoke	Above Ceiling
2.45	PSD	Drerup Science Lab (In Hall)	C23	Smoke	Above Ceiling; Return Air
2.46	PSD	Drerup Science Lab (In Hall)	C23	Smoke	Above Ceiling; Return Air
2.49	PSD	Drerup Science Office	C23A	Smoke	Above Ceiling; Return Air
2.51	PSD	Miller Science Lab (In Hall)	C25	Smoke	Above Ceiling; Return Air
2.52	PSD	Miller Science Lab (In Hall)	C25	Smoke	Above Ceiling; Return Air
2.53	PSD	Copy Room (By Ted)	H06	Smoke	Above Ceiling; Return Air
2.54	PSD	Hallway (By MJW Office)		Smoke	
2.55	PSD	Hallway (By MJW Office)		Smoke	
2.56	HD	Storage Room (By Maint)	H09	Heat	
2.57	PSD	Maint. Storage (In Hall)	H07	Smoke	Above Ceiling; Return Air
2.58	PSD	Auto Tech Lab	H02	Smoke	
2.59	DD	Ag Mezzanine AHU	H16A	Duct	
2.60	PSD	Hallway by Maint. Office		Smoke	
2.61	PSD	Ag Mezzanine		Smoke	
2.62	PSD	Ag Mezzanine		Smoke	
2.63	PSD	Auto Tech West Wall		Smoke	Return Air
2.64	PSD	Auto Tech Mezzanine	H02F	Smoke	

2.65	DD	Auto Tech Mezzanine AHU	H02F	Duct	
2.66	PSD	Hallway (By Auto Body)	H11	Smoke	
2.67	DD	Auto Body Mezzanine AHU	G12C	Duct	
2.68	PSD	Hallway (By MJW Office-In Hall)	H11	Smoke	Above Ceiling; Return Air
2.69	PSD	Hallway (By Main Tech Room)	H11	Smoke	
2.70	PSD	Main Tech Room (By Welding Shop)	H22	Smoke	
2.73	DD	Main Mechanical Room DOA	H13	Duct	
2.74	DD	Main Mechanical Room DOA	H13	Duct	
2.75	HD	Main Mechanical Room	H13	Heat	
2.77	HD	Main Mechanical Room	H13	Heat	
2.78	HD	Main Electrical Room	H13A	Heat	
2.79	PSD	Main Electrical Room	H13A	Smoke	Return Air
2.80	PSD	Main Mechanical Room	H13	Smoke	
2.81	PSD	Tech Room (By Carp. Shop)	H22	Smoke	
2.82	DD	Carpentry Mazzanine AHU	H20	Duct	
2.83	DD	B&G Mezzanine AHU	H24	Duct	
2.84	PSD	Bus Barn Electric Closet		Smoke	
2.85	PSD	Bus Barn North Hall		Smoke	
2.86	DD	Bus Barn HVAC Return		Duct	
2.87	DD	Bus Barn HVAC Supply		Duct	
2.88	DD	Electricity Mezzanine AHU	H18	Duct	
2.89	DD	Machine Trades Mezzanine AHU	H16	Duct	
2.90	PSD	Hallway (By Ind. Maint-In Hall)	H14A	Smoke	Above Ceiling
2.92	PSD	Admin Hall (By Mail Rm)	F03E	Smoke	
2.94	DD	Ind. Maint. Mezzanine AHU	H14A	Duct	
2.95	DD	Welding Mezzanine AHU	H12	Duct	
2.96	PSD	Hallway (By Welding Lab-In Hall)	H12	Smoke	Above Ceiling
2.99	HD	Bus Barn Mech. Rm.		Heat	
2.101	PS	Hall by Admin Workroom	E09	Pull Station	
2.102	PS	Hall by Admin Reception	E09	Pull Station	
2.103	PS	Vestibule by Admin (Door 7)		Pull Station	
2.104	PS	Vestibule by Admin (Door 7)	F01	Pull Station	
2.105	PS	Vestibule by Admin (Door 7)		Pull Station	Inside Door
2.106	PS	Vestibule by Admin (Door 7)		Pull Station	Inside Door
2.107	PS	C&S Restaurant (Door 8)	F04	Pull Station	Patio
2.108	PS	C&S Restaurant South (Door 9)	F04	Pull Station	Patio
2.109	PS	Culinary Entrance (Door 10)		Pull Station	

2.110	PS	Kitchen Outside Entrance (Door 11)		Pull Station	
2.111	PS	G Mech. Rm. (Door 12)		Pull Station	
2.112	PS	Student Entrance East	G03	Pull Station	
2.113	PS	Student Entrance East	G03	Pull Station	
2.114	PS	Community Rm (Door 14)		Pull Station	
2.115	PS	Warehouse (Door 15)	G08	Pull Station	
2.116	PS	Hall by Warehouse	G08	Pull Station	
2.117	PS	Auto Body South Door 18	G12	Pull Station	
2.118	PS	AB Paint Storage South Door 19	G14A	Pull Station	
2.119	PS	Auto Body East Door 20	G14A	Pull Station	
2.120	PS	Autobody East Door 22	G12	Pull Station	
2.121	PS	AG Shop East Door 24	G16	Pull Station	
2.122	PS	AG Shop West Door (Hall Entrance)	G16	Pull Station	
2.123	PS	Auto Tech East Door 25	H02	Pull Station	
2.124	PS	Auto Tech West Door (Hall Entrance)	H02	Pull Station	
2.125	PS	Hallway (By Auto Tech Classroom)	H08	Pull Station	
2.126	PS	Hallway (By Main Tech Room)	H11	Pull Station	
2.127	PS	Welding Shop East Door 27	H12	Pull Station	
2.128	PS	Main Mech Rm. West Door 44	H13	Pull Station	
2.129	PS	Main Elect. Rm West Door 42	H13A	Pull Station	
2.130	PS	Main Elect. Rm. North Door 43	H13A	Pull Station	
2.131	PS	Main Mech. Room North Door	H13	Pull Station	
2.132	PS	Ind. Maint East Door 29	H14	Pull Station	
2.133	PS	Machine Shop Door 31	H16	Pull Station	
2.134	PS	Electrical Shop Door 33	H18	Pull Station	
2.135	PS	Foyer NW (By B&G) Door 40	H24	Pull Station	
2.136	PS	B&G Shop North Door 38	H24	Pull Station	
2.137	PS	Carp. Shop East Door 35	H20	Pull Station	
2.138	PS	Carp. Storage Rm East Door 37	H20G	Pull Station	
2.139	PS	Miller Science Rm Door 45	C25	Pull Station	
2.140	PS	Drerup Science Lab Door 46	C23	Pull Station	
2.144	FS	AG Outside Sprinklers	G16	Flow Switch	
2.145	PS	Bus Barn North Door		Pull Station	
2.146	PS	Bus Barn North Garage Exit		Pull Station	
2.147	PS	Bus Barn Northeast Exit		Pull Station	
2.148	PS	Bus Barn Southeast Exit		Pull Station	
2.149	MM	NAC 3-Ceiling Admin Area	F03	Monitor Module	

2.150	MM	NAC 5-Electrical Rm (By Community Room)	G04	Monitor Module	
2.151	MM	NAC 6-Electrical Rm (By Community Room)	G04	Monitor Module	
2.152	MM	NAC 7-Main Tech Rm (By Main Mechanical Room)	H11	Monitor Module	
2.153	MM	NAC 8-Tech Room (By Carp Shop)	H22	Monitor Module	
2.154	MM	NAC 9-Tech Rm (BY Carp Shop)	H22	Monitor Module	
2.155	MM	Gas Shutoff for Science Labs (Main Mech Room)	H13	Monitor Module	
2.156	MM	Hood System in Culinary Kitchen	F06A	Monitor Module	
2.157	MM	Hood System in Kitchen	F12	Monitor Module	
2.158	PS	Bus Barn South Exit		Pull Station	
2.159	MM	NAC 10-Main Tech Rm (By Main Mech Room)	H11	Monitor Module	
2.166	FS	Alarm for Flow Switch-Sprinklers		Flow Switch	
2.167	FS	Alarm for Flow Switch-Sprinklers		Flow Switch	
2.168	FS	Alarm for Flow Switch-Sprinklers		Flow Switch	
2.169	FS	Alarm for Flow Switch-Sprinklers		Flow Switch	
2.174	MM	NAC 10-Main Tech Rm (By Main Mech Room)	H11	Monitor Module	
2.175	CR	Door Holds in Kitchen Area NAC 5	G04	Control Relay	Electrical Rm by Warehouse
2.176	CR	Door Holds High Bay Area NAC 7	H11	Control Relay	Main Tech Room
2.177	CR	Smoke Dampers Center Area	H09	Control Relay	Mech Room DL6-22
2.178	CR	Smoke Dampers SW Area	H09	Control Relay	Mech Rm DL6-24
2.179	CR	Smoke Dampers SW Area	H09	Control Relay	Mech Rm DL6-26
2.180	CR	Smoke Dampers SW Area	H09	Control Relay	Mech Rm DL6-28
2.181	CR	Smoke Dampers High Bay Area		Control Relay	Main Electrical Rm FL5-34
2.182	CR	Smoke Dampers High Bay Area		Control Relay	Main Electrical Rm FL5-36
2.183	CR	Smoke Dampers Warehouse		Control Relay	Electrical Rm By Warehouse GL3-24
2.184	CR	Smoke Dampers Kitchen Area		Control Relay	Culinary KL2-24
2.185	CR	HVAC Unit Main Mech Rm	H13	Control Relay	
2.186	CR	HVAC Unit Bus Barn		Control Relay	
2.187	CR	HVAC Unit in G Mechanical Rm	F14	Control Relay	
2.189	CR	HVAC Unit Auto Tech Mezz	H02	Control Relay	
2.190	CR	HVAC Unit AG Mezz	G16A	Control Relay	
2.191	CR	HVAC Unit Auto Body Mezz	G12C	Control Relay	
2.192	CR	HVAC Unit Carp Mezz	H20	Control Relay	
2.193	CR	HVAC Unit B&G Mezz	H24	Control Relay	
2.194	CR	HVAC Unit Electricity Mezz	H18	Control Relay	
2.195	CR	HVAC Unit Machine Shop Mezz	H16	Control Relay	
2.196	CR	HVAC Unit Ind Maint Mezz	H14	Control Relay	
2.197	CR	HVAC Unit Welding Mezz	H12	Control Relay	

2.162		Control for Bells in Bus Barn			
2.141		AB Paint Booth (T amper Switch) Sprinklers	G14		
2.142		AB/AG Paint Booth (T amper Switch) Sprinklers	G12H		
2.143		AG Outside Awning (T amper Switch) Sprinklers	G16		
2.160		Spark Arrestor Carp. Shop	H20		
2.161		Spark Arrestor B&G Shop	H24		
2.164		G Mechanical Rm (T amper Switch) Sprinklers	F14		
2.165		G Mechanical Rm (T amper Switch) Sprinklers	F14		
2.199		Carpentry Paint Booth (T amper Switch) Sprinklers	H20		

PSD Photo Electric Smoke Detector

DD

Duct Detector

HD Heat Detector

MM

Monitor Module

PS Pull Station

CR

Control Relay

FS Flow Switch

Major Equipment Preventive Maintenance Schedule

D = Daily
W = Weekly
M = Monthly

S = Semiannual
Q = Quarterly
A = Annual

Quantity	Major Equipment	Maintenance Frequency
1	Acid Neutralization Tank	M / A
1	Wheel Chair Lift	S / A
9	Handicap Door Operator	M
9	Air Handler Units - AHU	M / S / A
1	Domestic Hot Water Pump	M / S / A
1	Domestic Hot Water Heater	M / S / A
6	H.W. Heat Boilers	W / M / S / A
7	Back Flow Preventers	A
1	Air Coil Cooling Tower	M / S / A
12	Inline Centrifugal Pumps	W / M / S / A
1	AHU Condensing Unit	S / A
1	Gas Furnace - Barn 80,000 BTU	M / S / A
1	Gas Unit Heater - Barn	M / S / A
1	Air Conditioner 3 Ton - Barn	M / S / A
1	A/C - Heat Unit 25 Ton - Barn	M / S / A
1	Exhaust Fan - Barn EF1	S / A
1	Exhaust Fan - Barn EF2	S / A
2	Dust Collectors	S / A
2	Dust / Smoke Collectors	S / A
2	Centrifugal Fans	S / A
23	Drinking Fountains	M / A
3	Drinking Fountain / Bottle Fillers	M / A
4	Dedicated Outdoor Air Units	W / M / S / A
9	Inline Exhaust Fans	S / A
20	Rooftop Exhaust Fans	S / A
2	Exhaust Hood Systems	S / A
2	Make Up Air System - Hoods	S / A
1	Playground Equipment	W / M / S / A
22	Parking Lot Lights	D
41	Wall Pak Lights	D
8	Bollard Lights	D
13	Eyewash / Emergency Showers	M / A
103	Fire Extinguishers	M / A
1	Fire Alarm Panel	D / M / A
64	Pull Stations	M / A
14	Heat Detectors	M / A
111	Smoke Detectors	M / A
3	Annunciator Panels	D / M / A
	Sprinkler Heads	M / A
14	Smoke Detectors - Ducts	M / A
5	Flow Switches	A
23	Garage Doors	A
23	Garage Door Operators	A
43	Heat Pumps	M / S / A
10	Cabinet Heaters - Ceiling	A
6	Electric Wall Heaters	A
17	Hanging Unit Heater - Hot Water	A
103	Man Doors - Interior	S / A
52	Man Doors - Exterior	S / A

596	Student Lockers	A
1	Grease Interceptor - Kitchen	A
3	Oil Interceptors	A
289,600 SF	Asphalt Parking Lot	A
	Building Exterior - Siding, WIndows, Brick, Awning	S / A
192,012 SF	Roofing - Flashing, Drains, Gutters	M / S / A
37,160 SF	Sidewalks, Curbs, Pavers	M / S / A
1	Global Finish Solution Exhaust Fan - Auto Body	S / A
1	Banza Up Flow Exhaust Fan - AG	S / A
1	Air Cooled Condensing Unit - Rooftop - Tech Room	M / S / A
2	Sump Pumps	Q
1	Mini Split Fan Coil	M / A
1	Mini Split Heat Pump	M / A
126	VRV Units	M / S / A
69	Toilets	D
17	Urinals	D
19	Classroom Sinks	A
47	White Porcelain Sinks - Individual Restrooms	A
9	Wash Basin Sink - Shops	A
6	Hand Wash Sink - Main Restrooms	A
7	Shampoo Bowls	M / S / A
156	Skylights	A
9	Outside Wall Hydrant	A
2	Wall Mount Laundry Sinks	A
12	Utility Sinks	A
6	Laundry Washers - Domestic	M / S / A
6	Laundry Dryers - Domestic	M / S / A
8	Refrigerators - Domestic	S / A

Frequency	Task Description	Equipment: DAIKIN Heat Pump - HP-B101A B-Mech. Rm.											
		Date Completed											
M	Inspect unit for leaks, loose connections, and corrosion												
SA	Inspect wiring connections and tighten as needed												
SA	Lube fan motor												
SA	Inspect drain line for proper drainage												
SA	Inspect drain pan for standing water-corrosion												
SA	Clean condensate trap												
SA	Inspect coil for leaks or corrosion												
SA	Check for excessive vibration-noise												
A	Check voltage and amperage												
A	Clean water filters												



Recommended by BOMA (Building Owners and Managers Association International)

Equipment Code	Equipment Type	Location	Installation Date	Average Life	Replacement Date	QTY	Replacement Cost Per Unit	Total Cost
HP-C102C	Daikin VRV Heat Pump 6 Ton	C Mech Rm	2012	15	2027			\$ -
HP-C103A	Daikin VRV Heat Pump 6 Ton	C Mech Rm	2012	15	2027			\$ -
HP-C103B	Daikin VRV Heat Pump 6 Ton	C Mech Rm	2012	15	2027			\$ -
HP-C104A	Daikin VRV Heat Pump 6 Ton	C Mech Rm	2012	15	2027			\$ -
HP-C104B	Daikin VRV Heat Pump 6 Ton	C Mech Rm	2012	15	2027			\$ -
HP-C105	Daikin VRV Heat Pump 7 Ton	C Mech Rm	2012	15	2027			\$ -
HP-C106A	Daikin VRV Heat Pump 6 Ton	C Mech Rm	2012	15	2027			\$ -
HP-C106B	Daikin VRV Heat Pump 6 Ton	C Mech Rm	2012	15	2027			\$ -
HP-D101A	Daikin VRV Heat Pump 6 Ton	F Mech Rm	2012	15	2027			\$ -
HP-D101B	Daikin VRV Heat Pump 6 Ton	F Mech Rm	2012	15	2027			\$ -
HP-D101C	Daikin VRV Heat Pump 6 Ton	F Mech Rm	2012	15	2027			\$ -
HP-D102A	Daikin VRV Heat Pump 7 Ton	F Mech Rm	2012	15	2027			\$ -
HP-D102B	Daikin VRV Heat Pump 7 Ton	F Mech Rm	2012	15	2027			\$ -
HP-D103A	Daikin VRV Heat Pump 6 Ton	F Mech Rm	2012	15	2027			\$ -

Type of Equipment	Manufacturer/S upplier	QTY	Location	Model Number	Serial Number	Voltage	Amps	HP
Ice Machine	Manitowoc	1	Culinary	QY0134A	310160672	115	7	
Reach-in Refrigerator	TRUE	1	Culinary	T-35	7112507	115	7.3	1/3
Red Hot Box	Metro	1	Culinary	C539-HFC-U	C5HM011111	120		
Slicer	Hobart	1	Culinary	Edge	21-1007598	120	3.5	1/3
Tilt Kettle	Cleveland	1	Culinary	K-100M	3444	115	27.2/15.7	
Tray Power Dryer	San Aire	1	Culinary	384	1101120017FA	115	4.33	2/3
Walk-in Cooler	Kolpak	1	Culinary	384	1101120017FA	115	16.7	
Walk-in Freezer	Kolpak	1	Culinary	384	1101120017FA	115	5.3	
20 QT Electric Mixer with Stand	Varimixer-Manitowoc	1	Kitchen	W60A	1117110027FA	220	12	1
3 Compartment Sink	Hatco	1	Kitchen	24MF4BS20N	9.93241E+11	120	10.8	
4 Burner Range	Market Forge	1	Kitchen	MARK7SCS-60	1.11215E+12	120		
60 QT Electric Floor Mixer	Varimixer	1	Kitchen	MARK7SCS-60	1.11215E+12	120	6	3
Cash Register Cart East (1)	Delfield/Manitowoc	1	Kitchen	O.E.S. - 6 - 20	1.11123E+12	440/480	10	
Cash Register Cart West (1)	Delfield/Manitowoc	1	Kitchen	O.E.S. - 6 - 20	1.11123E+12	440/480	10	
Combi-Oven Steamer	Convotherm Cleveland (Burkett's)	1	Kitchen	O.E.S. - 6 - 20	1.11123E+12	440/480	24.2/26.4	
Combi-Oven Steamer	Convotherm Cleveland (Burkett's)	1	Kitchen	O.E.S. - 6 - 20	1.11123E+12	440/480	24.2/26.4	