

# 2011

## MAINTENANCE CALENDAR

### NOTES

After extreme weather, inspect building's exterior for damage and the interior for roof leaks

### FALL / WINTER

Sweep low/flat roofs - Clean gutters & downspouts  
 Remove plants growing on or close to foundation  
 Perform Back-Flow Preventor Test  
 Clean & service HVAC - Clean return air grilles

### ANNUAL

Check masonry - Examine windows  
 Examine painted surfaces  
 Check grading at foundation for proper slope  
 Check and service all fire extinguishers  
 Check doors for plumb & level  
 Check glass for condensation, cracks, etc.  
 Check ceilings - Examine walls - Examine floors  
 Clean light lenses - Check plumbing

### MONTHLY

Replace filters in HVAC - Replace light bulbs

### SPRING / SUMMER

Sweep low/flat roofs - Clean gutters & downspouts  
 Check for damage  
 Inspect building for leaks after first heavy rain  
 Remove plants growing on or close to foundation  
 Check walks for heaving damage and trip hazards  
 Perform Back-Flow Preventor Test  
 Clean and Service HVAC - Clean return air grilles



### WINTER

### SPRING

#### JANUARY

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### APRIL

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

#### FEBRUARY

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

#### MAY

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### MARCH

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### JUNE

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



### SUMMER

### FALL

#### JULY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### OCTOBER

M	T	W	T	F	S	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### AUGUST

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### NOVEMBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### SEPTEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### DECEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



[www.shawneeconstruction.com](http://www.shawneeconstruction.com)  
 (260) 489-1234

# SHAWNEE CONSTRUCTION MAINTENANCE SERVICE REQUEST FORM

	Monthly	X	Spring / Summer	X	Fall / Winter	X	Annual	X
<b>Roof</b>			Sweep low/flat roofs		Sweep low/flat roofs			
			Clean gutters & downspouts		Clean gutters & downspouts			
			Check for damage					
<b>Walls</b>			Inspect building for leaks after first heavy rain				Check masonry for loose bricks or mortar	
							Examine windows for broken glass or putty failure	
							Examine painted surfaces for paint failure	
<b>Site</b>			Remove plants growing on or close to foundation		Remove plants growing on or close to foundation		Check grading at foundation for proper slope	
			Check walks for heaving damage and trip hazards					
<b>Interior</b>	Replace filters in HVAC units		Perform Back-Flow Preventor Test		Perform Back-Flow Preventor Test		Check and service all fire extinguishers	
	Replace light bulbs as needed		Clean and service HVAC units		Clean and service HVAC units		Check door for plumb and level - ensure proper operation	
			Clean return air grilles		Clean return air grilles		Check glass for condensation, cracks, etc.	
							Check ceilings for stains and damage	
							Examine walls for peeling paint, holes in walls	
							Clean light lenses	
							Examine floors for loose tiles, grout joints, and carpet, etc.	
						Check plumbing for proper water flow and drainage		

As a part of our desire to establish and maintain relationships with our clients the Shawnee Construction Maintenance Division handles all small repairs and services. We guarantee a 48-hour response time to your phone call, immediate response in case of emergencies. Long-term contracts for reduced rates are available. Remodeling services available upon request. Call (260) 489-1234 for more information. **Fax completed form to (260) 489-3402.**

**Contact Information:**

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_