

Building Engineer Task List - Proposed 6/6/2022

<u>Task</u>	<u>Location</u>	<u>Frequency</u>
Check drains	Water Sources	Monthly
Clean out leaves/debris	Water Sources	Monthly
Test incoming water sources	Water Sources	Bi-annually
Low traffic carpet cleaning	Interior	Annually
High traffic carpet cleaning	Interior	Bi-annually
Carpeting evaluated for repairs	Interior	Annually
Tile evaluated for repairs	Interior	Annually
Alarms, heat, smoke detectors tested	Safety	Annually
Oversee Fire Extinguisher mainenance	Safety	Annually
Oversee Sprinkler mainenance	Safety	Annually
Make sure safety measures are functioning	Safety	Annually
Update and maintain contractor list	General	Monthly
Systemize maintenance schedules	General	Monthly
Verification of contractor services performed	General	Monthly
Inventory of construction materials	General	Monthly
Inspect and maintain HVAC system	Heating system	Monthly
Boiler maintenance- testing water	Heating system	Weekly
Heating time cycles reviewed/adjusted	Heating system	Monthly
Check heating Zone Valves	Heating system	Monthly
Check lights bulbs/replace as needed	Lights	Weekly
Light timers checked/reset as needed	Lights	Weekly
Clean sanctuary wood	Interior	Annually
Painting interior walls/touch up as needed	Interior	Monthly
Kitchen condensers/coils vacuumed	Kitchen	Yearly
Greasetraps inspected/cleaned	Kitchen	Bi-annually
Hot Water Tanks drained/refilled	Kitchen	Annually
Roof inspection	Exterior	Annually
Tuckpointing inspection	Exterior	Annually
Windows washed inside/out	Windows	Bi-annually
Supervise Elevator Inspection	Interior	Monthly
Door hinges/locks checked	Exterior/Interior	Monthly
Exterior signs cleaned/updated	Grounds	Monthly
Parkling lot maintenance	Grounds	Weekly