



Building Your Preventative Maintenance Manual

Presented By
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AkzoNobel Coatings Inc.

- Think of your PM Manual as your **Tool Box**
- Use whatever format you are most comfortable with –
 - 3-ring binder
 - Folders
 - Keep duplicate electronic file



CATEGORIZE

ORGANIZE what you learned from completing your Condition Assessment

Make this your **REFERENCE MANUAL**

Updated 4/12/14; 5/29/14

SITE ADDRESS here

Update as necessary and keep in a 3-ring binder -

CATEGORY

NOTES

DETAILS:

FLOOR PLAN

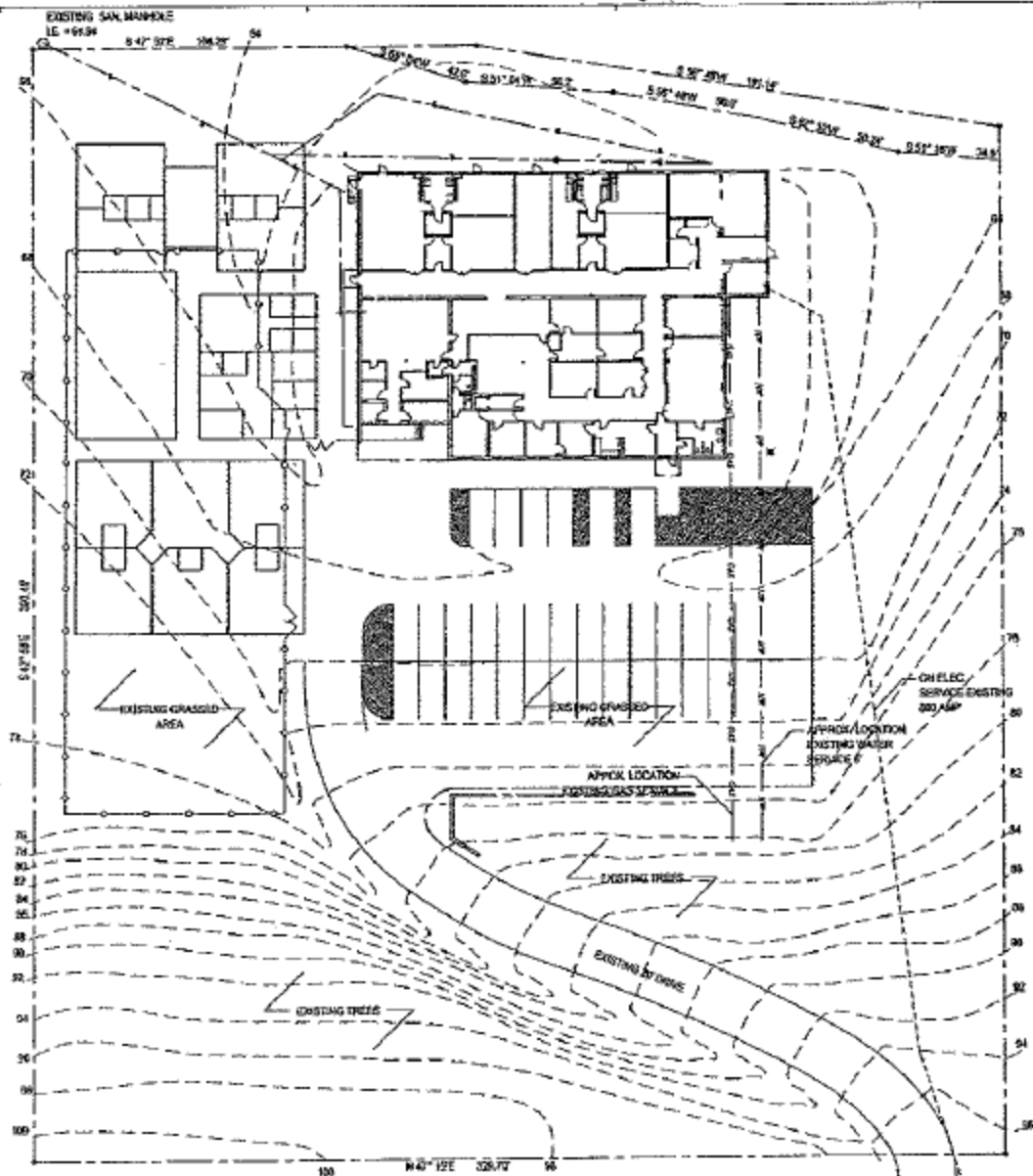
number rooms for identification

Need room numbers and ID
chart for numbers, Inventory
plan to match, closets labeled Architect Firm & phone #

EVACUATION PLAN

Add exits, extinguishers,
exits, meeting places,
tornado shelter area, etc.

SITE PLAN



1 OVERALL SITE PLAN



PAVING	---	---	---	---	---
CONCRETE	---	---	---	---	---
ASPHALT	---	---	---	---	---
PROPOSED	---	---	---	---	---

C
arch

OSW
LAW
ARCHITECTS
ATLANTA
170 20
N.W. 22

Approved by the
City of Atlanta

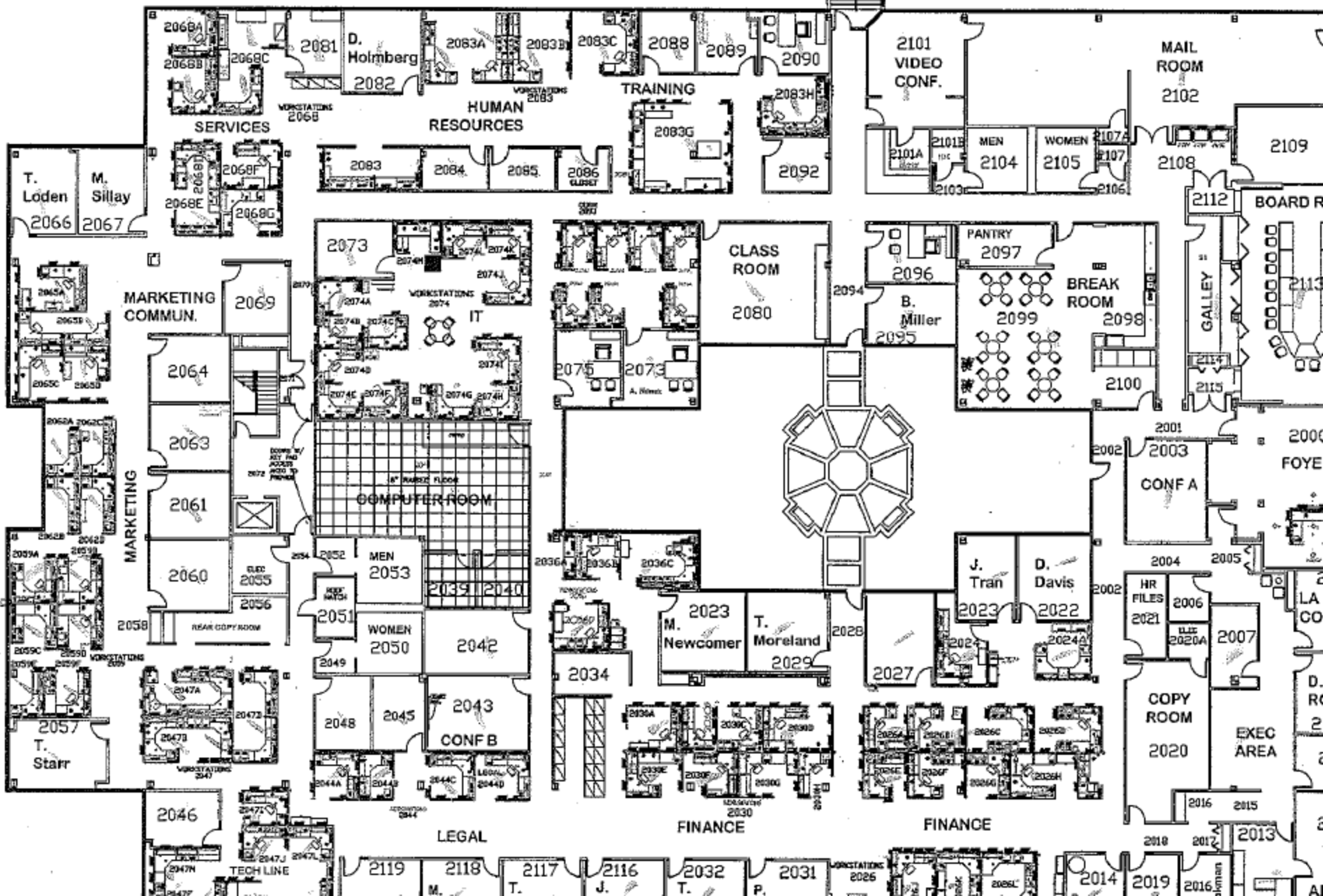
DATE: 10/1/01
PROJECT NO.: 01-01-01
SHEET NO.: 1 OF 1

Drawn by: JLD
Checked by: JLD
Title:

Project number:

FLC

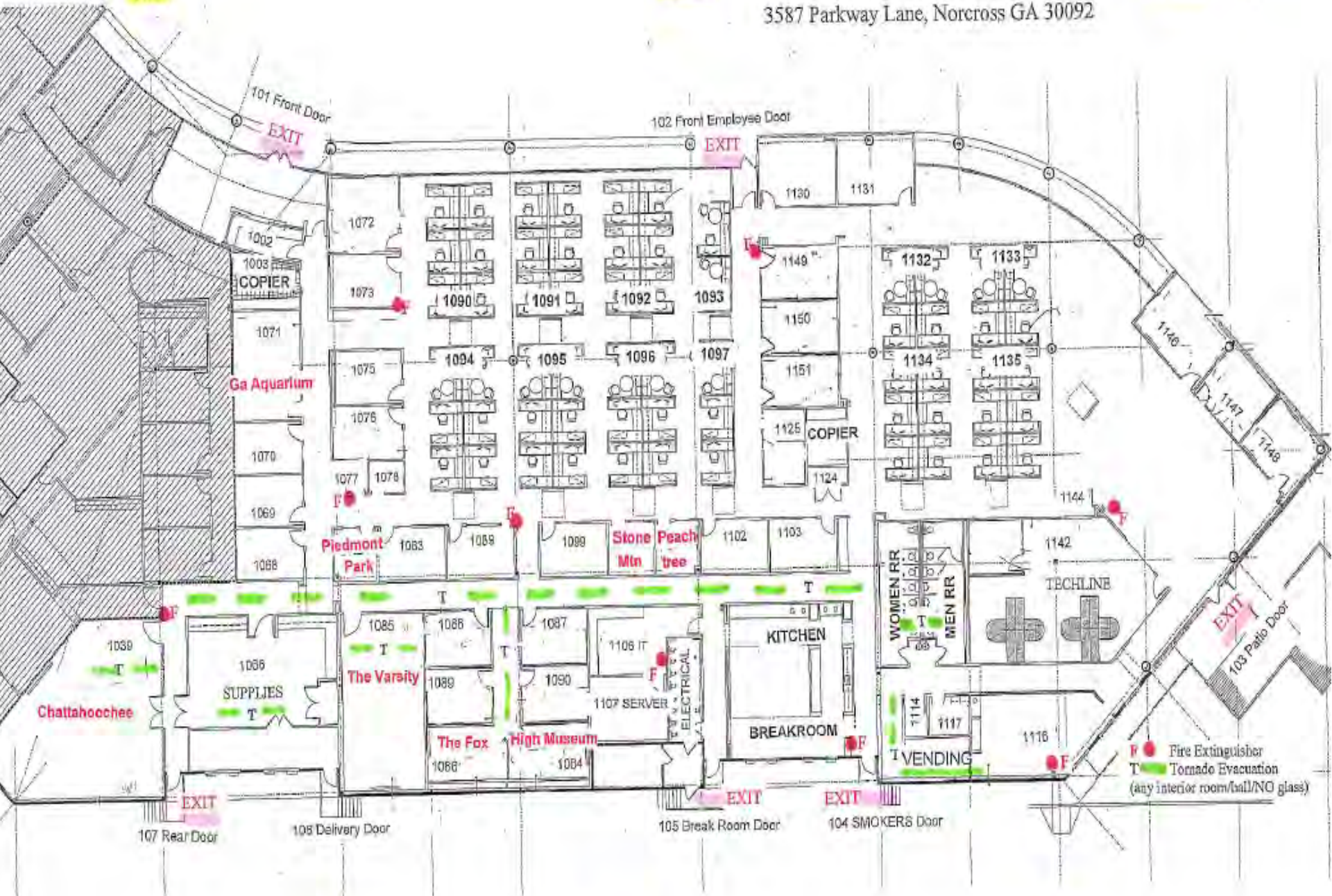
North



Pole 3

Pole 2

Pole 1



F ● Fire Extinguisher
 T ● Tornado Evacuation
 (any interior room/hall/NO glass)

Pole 9

Pole 12

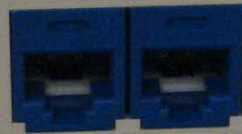
Pole 11

Collect details connected with each category and include make, model, SN, warranty info, contractor name, address, contact info. Include contracts, service contracts, date of purchase, lease termination date, service vendors, etc.

ROOF / GUTTERS	know what kind of roof you have, its age and contractor name	Roof & gutters replaced 2012	add contact info	Qtrly
APPLIANCES	refrigerator	4 in kitchen, 5 mini fridges in classrooms and nurses office.	#1 Kenmore; #2 GE ; #3 GE Profile; #4 Amana	
		mini-refrig	Make / model / SN	
		mini-refrig	Make / model / SN	
		mini-refrig nurse's room	Make / model / SN	
	stove ventilation hood	Purchased August 2010-warranty by Hobart maintenance.	who is contact?	Annual
	dishwasher	Hobart purchased over 10 years ago, serviced once in 10 years for drain 2 years ago by Zurn plumbing.		
	microwaves	Kitchen Cater	Emerson M Panasonic	
	vending machine	Located in Kitchen, <i>BROKEN - DISCARD</i>	DISCARD	
	washer	Purchased Oct 2010 at Lowe's	GE	warranty booklets
	dryer	Donated in Spring 2011	Kenmore 70 series	warranty booklets
	water heater	2 water heaters, 1 located in boiler room, 1 in janitorial closet in kitchen. Both replaced by Zurn plumbing one in 2006 (boiler room) the other in 2008 (Janitorial closet)	Rheem 41V50 Tag the water shut off for ease of location	Annual
	freezer	Purchased Nov 2003, GE, Warranty expired	GE	

OFFICE EQUIPMENT	copier	2 Ricoh printers in lobby and back office. Docuteam copier expires May 2012, Panasonic expired Dec 2011	Contact name & phone
	fax	Outside ED office, from HOH	Make / model, SN
	scanner	copier used, small scanner in HOH classroom	Make / model / SN
	laminator	In CBVT classroom	BA
	TV	In Library	UVC
		in Conference Room	LG
		in Zena's office	Magnavox
	overhead projector	In Child Development Specialist office purchased in 2002	Dukane Bulb type 82V 260W max EYB only
	DVD/VCR	Library conference room	Norcent Sylvania Sanyo
IT / PHONE	servers	2 in main office, Dell stores information; ___ in the actual server. Located in ED office	Shared drive is ___ exchange server is ___ MAKE MODEL S/N IP ADDRESS add contact info
	d link switch	Located in ED office	Make / model / SN
	phones	Donated by ___ over 10 years ago. Computer server for system located in Boiler room	Starplus 9 phone sets Contact & phone #
	Computers	Spreadsheet with information on Shared drive.	DELL - List all

344 352





ELECTRICAL

photo of breaker box
label all breakers

Breakers boxes located in kitchen,
hallway by nurses office and
ladybug classroom

identify problem areas
light fixtures, type bulbs and ballasts and
source

Company name & contact info

Find energy audit

PLUMBING

identify location of water main and shut off
valves

Shut off in boiler room, water main
comes in from arch straight to
building through boiler room.

water main on site plan

grease trap details, cleanout locations

Grease trap installed 2009, cleaned
by apex records kept in ED office.
Located by wheelchair ramp on side
of building, cleanout is outside at
greastrap site.

Company name & contact info
show location on site plan

Qtrly

identify problems or leaks

pipes are old and starting to
corrode, have sprung leaks at
various places including main water
line, front of building and overhead
pipe in laundry room.

**UTILITIES /
SERVICES**

(include copy of bill)

list provider, **account #**, emergency #s and
payables #, include copy of bill

electric #

gas #

water #

trash collection / recycling #

pest control

Termite treatment????

janitorial

Security #

Water Cooler

Plumbing

Plumbing

Plumbing (sewer line / major projects)

Landscape

Georgia Power

Scana Energy

DeKalb County

Republic Services

Orkin

JaniKing

ADP

Melwood Springs

Zurn Plumbing

Rooter Plus



UPDATED FEB 2015

Point
of
view

DTG

Area 146
81-732

6' x 15'

M

40K

SHE

IN

ST

701





WATER HEATER
SHUT-OFF

OUTSIDE WATER
(DECK & PORCH)
SHUT-OFF

HVAC	identify location, size, make, model of all units contractor info and preventative maint contractors	4 units, all located on roof/ Installed in 2000, coils replaced in 2008 in three big units	add contact info	Bi-annual
BUILDING MAINTENANCE	copies of any service contracts			
LANDSCAPE MAINT	Landscape		Contact name & phone #	Monthly
	Irrigation		Contact name & phone #	Bi-annual
SAFETY	Employee list of cell & home phones	on ADP website		
FIRE PREVENTION	Fire extinguisher service contract / dates	Cintas, regular check on October, they also maintain firehood in kitchen which has a separate inspection	Contact name & phone # copies of contracts and latest inspections	Annual
	emergency contact information evacuation plan	Children's information on computer, backup book in Program Coordinator Office, information on each class is also maintained in classroom. needs to be updated in color	NEED TO PRINT STAFF PHONE #S ON A MONTHLY BASIS	
	Fire Drill and Tornado Drill plans and schedule do you have a weather radio?	monthly fire drill, bi-annual tornado drill info in handbook NO		Monthly + Bi-annual
	smoke detector & CO2 detector location & schedule	Fire system in halls and classrooms monitored by ADT, CO2 detector in hall outside kitchen door in gross motor room.		
SECURITY	contract	ADT	copy of contract	Bi-annual
	camera and recording information alarm / disarm instructions locksmith contact key list (#s and who has keys)	Cameras installed on perimeter of building, DVR recording movement in ED office. DVR maintains taping for 1 week In ED office	map of where cameras are and instruction of camera operation, DVR	
		On shared drive needs updating	Jill, Gayle and Beth need a key box	

**P
A
S
S**

*Remember when using a
the extinguisher is...*

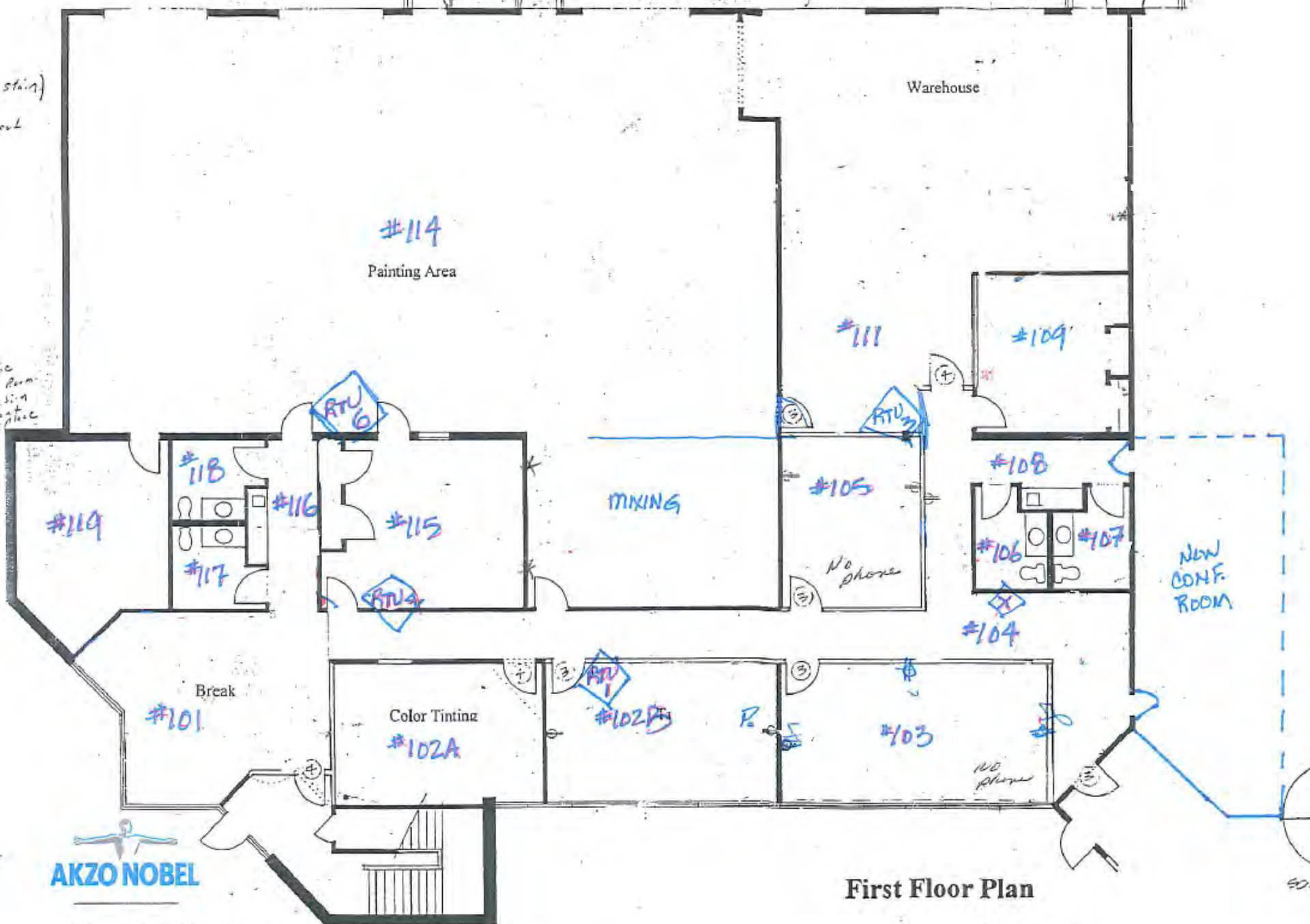
PULL THE PIN TO DISCHARGE

AIM AT THE BASE OF FLAME

QUEEZE THE TOP HANDLE

WEEP FROM SIDE TO SIDE





First Floor Plan



FURNITURE	list equipment and furniture as asset list	Inventory started	pictures	
PLAYGROUND	list equipment and maintenance details		pictures	
SPECIAL EQUIPMENT	identify		pictures	
INTERIOR FINISHES	details of wall covering, flooring, paint and sources	In MSDS notebook in ED office		
INSURANCE	Insurance policy and contact information	broker is the agency contact	need contact info	Annual April bid
	Liability and WC	Liability with ___ Workmen comp separate, Separate accident policy for children	need contact info	
	get insur certif FROM all vendors naming you as named insured			
VEHICLES	registration and insurance card in vehicle service history	In vehicle.	copies of registration and title	Annual
	vendors for various services	In vehicle.		
	verify employees who drive have current license (&check history)	Kauffman Tire, Eddie Automotive		
		Completed and kept on file at Burnett insurance	what would the cost for emergency roadside assistance be?	
VOLUNTEERS	list projects, needs and hours worked	Kept by program coordinator and development coordinator		
	employee manual for employees and volunteers	Manual for employees complete, volunteers receive orientation		
TOOL KIT	Put what you have in one place and organize it. List what you need. Join ToolBank Atlanta and get what you need	Tools are in ED office and boiler room		

MAINTENANCE SCHEDULE

Location

Add task in timing category and highlight month for action, Post in obvious place and worker adds date when work completed. Review frequently

	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
WEEKLY Indicate dates work completed												
Check all overhead lights												
Clean up by dumpster & building exterior												
MONTHLY Indicate dates work completed												
Check outside lights												
monthly pest control												
landscape maintenance												
Fire drill												
Keep storage closets organized												
QUARTERLY Indicate dates work completed												
inspect grease trap & cleanout location												
Clean roof drains & gutters												
BI-ANNUALLY Indicate dates work completed												
Inspect security system and locks												
Check outside sign lights												
HVAC preventative maintenance												
check irrigation system												
Tornado drill												
ANNUALLY Indicate dates work completed												
Oil all door hinges												
Check fire extinguishers												
Inspect kitchen hood												
have plumber inspect water heater												
Bid insurance - renew before July 1st												
Vehicle registration / insur renewal												

due 7/1

due Apr

Green = consider volunteer activity

VEHICLE INFORMATION

MAKE:

YR/ MODEL:

VIN # :

TAG # :

VEHICLE MAINTENANCE SERVICE CHART

Mileage Interval (thousands)	7	15	23	30	38	45	53	60	68	75	85	90	98	105	113	120	128	135	
Check all lighting, replace bulbs as necessary	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Oil/filter change	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rotate tires	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Inspect Wiper Blades, replace if needed		X		X		X		X		X		X		X		X		X	
Inspect Air Filter, replace if needed			X			X			X			X			X				X
Replace Cabin Filter				X				X				X				X			
Check battery						X						X							X
Transmission Service															X				
Replace Spark Plugs and inspect wires														X					
Replace Engine Coolant																			

DAILY WALK-AROUND INSPECTION

Notify supervisor of any/all issues DAILY

- Check tire pressure & look for cracks or embedded objects
- Check windows for cracks or chips
- Test lights and turn-signals
- Check wiper blades
- Check mirrors
- Check locks
- Test horn
- Verify registration and insurance card are in vehicle
- Ensure license tag in place and emissions sticker is current
- Remove any trash or objects that could slide or roll under foot
- Ensure nothing on dashboard to slide or distract driver
- Notify of any unusual noises or problems when they occur
- Verify duplicate keys are available in the office

- Add 24-hr emergency roadside assistance to insurance policy
- Ensure emergency contact information is in vehicle

- Keep copy of title and registration in office
- Ensure drivers have current drivers license
- Do background check on all drivers



- Things to remember –
 - This is a work in progress + it will keep changing + it will need to be updated
 - Make this easily available to your staff and review WHAT it contains and WHEN it should be referenced
 - Using this tool should make emergencies less critical

