

# YEARLY MAINTENANCE SCHEDULE

**BUILDING ADDRESS:** 13445 N Dartmouth Ln Mount Vernon, IL.

**YEAR:** 2021

TASK	ASSIGNED TO	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fall Cleanup													
Regulatory and Safety													
Spring Cleanup													
Carpets and Mats													
Doors, Partitions, and Windows													
Exterior and Structural Inspection													
Fences and Gates													
Fire Protection													
Interior Chairs and Furniture													
Interior Inspection – General													
Pest Control Inspection													
Roof, Gutters and Downspouts													
Storage and Shed Organization													
Drinking Fountains													
HVAC System– Quarterly													
HVAC System - Yearly													
Natural Gas and LPG													
Plumbing System													
Potable Water Supply													
Grading and Drainage													
Irrigation System													
Roads, Pavement and Walkways													
Septic and Sanitary System													
Sump Pump													
Electrical Distribution													
Interior and Exterior Lighting													
Appliances													
Cleaning Equipment													
Ladders and Tools													
Small Engine Service													
Audio/Video System													
Office Equipment													
Security System													

**NOTE:** Volunteers should refer to the appropriate *Task Instruction Card* for additional information. Completion of an assigned task can be indicated by placing an "X" in the corresponding scheduled month(s). Please see the operating committee or maintenance coordinator if you have any questions or need assistance.