

FACILITIES OPERATION AND MAINTENANCE MANUAL  
 HILLSBOROUGH COMMUNITY COLLEGE

**APPENDIX B**  
**PERIODIC MAINTENANCE SCHEDULE/CHECKLIST:**

ROOM/BUILDING:

DATE:

CAMPUS/CENTER:

TASK/EQUIP	DUE DATE	D	W	M	Q	S	A	OTHER SCHEDULE	WITHIN TOLERANCE Y/N	FOLLOW UP TEST Y/N	COMP. DATE	COMMENTS
Roadway												
Parking Lot												
Sidewalk												
Irrigation Pump												
Horticulture												
Athletic Field												
Storm Drain												
Equipment												
Vehicle 1												
Vehicle 2												
Interior Slab												
Foundation												
Stair & Steps												
Exterior Wall												
Interior Wall												
Floor												
Structural Steel												
Handrail												
Metal Stair												
Exercise Station												
Bench												
Table												
Cabinetry												

**KEY:**  
 D – DAILY  
 W – WEEKLY  
 M – MONTHLY  
 Q – QUARTERLY  
 S – SEMI-ANNUALLY

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Roofing & Fix												
Waterproofing At Wall												
Flashing & Gutter												
Joint Sealant Caulking												
Door												
Window												
Stucco												
Drywall												
Painting												
Ceiling												
Greenhouse												
Swim. Pool												
Air Handler												
Exhaust Fan												
Chiller												
CHW Pump												
Cooling Tower												
Condenser Water Pump												
HV Boiler												
HW Pump												
Con. Return System												
Gas Furnace												
Elec. Heater												

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Domestic HW Heater												
Building Air Compressor												
Cont. Air Compressor												
Men's Room Equipment												
Women's Rm Equipment												
Water Cooler												
Kitchen Equipment												
Piping												
Lab Connect.												
Sump Pump												
Fire Sprinklers												
Stand Pipes & Hoses												
Portable Extinguishers												
Alarm & Smoke Detection												
Kitchen Halon System												
Electric Panels												
Electric Wiring & Disconnects												
Switch, Plug & Recept.												

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Indoor Lighting												
Outdoor Lighting												
Special Lighting												
Theatre Seating												
Cafeteria Seating												
Gym Seating												
Corridor Housekeeping												
Classroom Housekeeping												
Office Housekeeping												
Entrance Housekeeping												
Men' Room Housekeeping												
Women's RM Housekeeping												
Locker Housekeeping												
Gym Housekeeping												
Machine & Equipment Cleaning												
Generators & UPS Systems												
Hazmat Materials												
Pest Control												
Exit Signs												
Emergency Lights												

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