

Building Maintenance Manual

Building Maintenance Manual Building Maintenance Manual I 11 Purpose This Building Maintenance Manual BMM serves as a comprehensive guide for the proper maintenance operation and care of Building Name It outlines the responsibilities of building staff tenants and contractors involved in maintaining the building and its systems This manual aims to Enhance the longevity and functionality of building systems and components Promote safety and ensure compliance with relevant codes and regulations Minimize maintenance costs through preventative measures Provide a clear and readily accessible reference for all stakeholders 12 Scope This BMM covers all aspects of building maintenance including Building Systems HVAC plumbing electrical fire suppression security and elevators Building Components Walls ceilings floors windows doors and roofs Landscaping and Exterior Maintenance Groundskeeping irrigation and exterior lighting Safety and Security Procedures Emergency procedures fire safety protocols and security measures Tenant Responsibilities Guidelines for tenant conduct and maintenance responsibilities 13 Target Audience This manual is intended for Building Management and Maintenance Staff Building Owners Tenants Contractors 14 Document Organization The BMM is organized into sections each focusing on a specific area of maintenance Each 2 section contains Overview Introduces the system or component Operational Procedures Detailed instructions for operation and usage Maintenance Schedules Preventive maintenance tasks and frequency Troubleshooting Guide Steps to identify and resolve common issues Emergency Procedures Response protocols in case of malfunction or failure Contact Information Relevant contact information for service providers and emergency services II Building Systems 21 HVAC System Overview Description of the HVAC system including type of equipment capacity and control systems Operational Procedures Instructions for controlling temperature humidity and ventilation Maintenance Schedules Regular filter changes coil cleaning fan belt inspections and system tuneups Troubleshooting Guide Steps to address issues like inadequate heatingcooling noisy operation and refrigerant leaks Emergency Procedures Actions to take in case of system failure or loss of heatingcooling 22 Plumbing System Overview Description of the plumbing system including water sources pipes fixtures and drainage Operational Procedures Instructions for using plumbing fixtures and appliances Maintenance Schedules Regular inspection of pipes fixtures and drains and testing of backflow preventers Troubleshooting Guide Steps to address issues like leaks low water pressure and clogged drains Emergency Procedures Actions to take in case of water leaks floods or sewage backups 23 Electrical System Overview Description of the electrical system including panels wiring and outlets Operational Procedures Instructions for using electrical appliances and devices Maintenance Schedules Regular inspection of electrical panels wiring and outlets and testing of GFCIs Troubleshooting Guide Steps to address issues like blown fuses tripped circuit breakers and 3 flickering lights Emergency Procedures Actions to take in case of electrical fire or power outages 24 Fire Suppression System Overview Description of the fire suppression system including sprinklers fire alarms and extinguishers Operational Procedures Instructions for operating fire alarm system and using fire

extinguishers Maintenance Schedules Regular inspections and testing of fire alarm system and sprinklers Emergency Procedures Actions to take in case of fire including evacuation procedures and fire suppression activation 25 Security System Overview Description of the security system including alarms access control and surveillance cameras Operational Procedures Instructions for operating security system and accessing controlled areas Maintenance Schedules Regular testing and maintenance of security system components Emergency Procedures Actions to take in case of security breach or system failure 26 Elevators Overview Description of the elevator system including capacity speed and safety features Operational Procedures Instructions for using the elevator including safe loading and unloading Maintenance Schedules Regular inspections maintenance and testing of the elevator system Emergency Procedures Actions to take in case of elevator malfunction or entrapment III Building Components 31 Walls Ceilings and Floors Overview Description of the buildings interior finishes including wall coverings ceilings and flooring Maintenance Schedules Regular cleaning and repairs of wall coverings ceilings and floors Troubleshooting Guide Steps to address issues like cracks stains and loose tiles 32 Windows and Doors 4 Overview Description of the buildings windows and doors including types and materials Maintenance Schedules Regular cleaning and maintenance of windows and doors including checking for leaks and drafts Troubleshooting Guide Steps to address issues like sticking doors broken windows and leaky seals 33 Roof Overview Description of the buildings roof including type of material and structure Maintenance Schedules Regular inspections and maintenance of the roof including checking for leaks and damage Troubleshooting Guide Steps to address issues like leaks ponding water and roof damage IV Landscaping and Exterior Maintenance 41 Groundskeeping Overview Description of the buildings landscaping including trees shrubs grass and flowerbeds Maintenance Schedules Regular mowing trimming weeding and fertilization of the grounds Troubleshooting Guide Steps to address issues like pest infestations disease outbreaks and irrigation problems 42 Irrigation System Overview Description of the buildings irrigation system including sprinklers timers and water sources Maintenance Schedules Regular inspection testing and maintenance of the irrigation system Troubleshooting Guide Steps to address issues like leaks clogged sprinklers and watering problems 43 Exterior Lighting Overview Description of the buildings exterior lighting including fixtures lamps and controls Maintenance Schedules Regular inspection and maintenance of exterior lighting including lamp replacement and fixture cleaning Troubleshooting Guide Steps to address issues like burntout bulbs malfunctioning fixtures and safety hazards 5 V Safety and Security Procedures 51 Emergency Procedures Overview Description of emergency procedures for fire medical emergencies and other incidents Evacuation Procedures Detailed instructions for evacuating the building in case of an emergency Emergency Contacts List of emergency contact numbers for fire department police and medical services 52 Fire Safety Protocols Overview Description of fire safety protocols including fire extinguishers fire alarms and sprinkler system Fire Extinguisher Use Instructions for using fire extinguishers in case of a fire Fire Alarm System Instructions for operating the fire alarm system 53 Security Measures Overview Description of security measures including access control surveillance cameras and alarm systems Access Control Procedures Instructions for accessing restricted areas of the building Security System Operation Instructions for operating the security system VI Tenant Responsibilities 61

General Guidelines Overview Guidelines for tenant conduct and responsibilities within the building Noise Control Guidelines for maintaining reasonable noise levels within the building Trash Removal Instructions for proper disposal of trash and recyclables Pet Policy Guidelines for pet ownership within the building 62 Maintenance Responsibilities Overview Description of tenant responsibilities for maintaining their own units Unit Cleaning Instructions for keeping units clean and sanitary Appliance Maintenance Instructions for using and maintaining appliances within the unit Reporting Repairs Instructions for reporting maintenance issues to building management 6 VII Appendices 71 Contact Information List of contact information for building management maintenance staff contractors and emergency services Building Management Name phone number email address Maintenance Staff Names phone numbers and areas of expertise Contractors Names phone numbers and specialties Emergency Services Fire department police ambulance 72 Glossary of Terms Glossary of terms and definitions related to building maintenance and systems 73 Resource Links List of websites and resources related to building maintenance and safety This Building Maintenance Manual should be regularly reviewed and updated as necessary to reflect changes in building systems procedures and regulations

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