

NWACC Physical Plant Task List

8/12/2019

Task	Shop	Description	Type	Accompanying Document	Time Standard	Recurrence			Next Scheduled
5-Yr Wet Sprinkler Internal Inspections - BH and SCWT	Inspections	Contact Fire Sprinkler vendor to schedule the 5-year wet sprinkler internal inspections.	Preventive		0.5	15th	November	Every 5 yrs	11/15/22
5-Yr Wet Sprinkler Internal Inspections - CHP and NCPTC	Inspections	Contact Fire Sprinkler vendor to schedule the 5-year wet sprinkler internal inspections.	Preventive		0.5	15th	November	Every 5 yrs	11/15/23
5-Yr Wet Sprinkler Internal Inspections - SC and GBDC	Inspections	Contact Fire Sprinkler vendor to schedule the 5-year wet sprinkler internal inspections.	Preventive		0.5	15th	November	Every 5 yrs	11/15/24
AED Monthly Inspection	Inspections	Please inspect ALL 18 AEDs (Defibrilators) on the NWACC Campuses per the attached checklist. Check for a blinking light. Green means all is OK but red means the AED needs attention. Lindsey Gilbert in Risk Management is the contact for these devices.	Preventive	X	1.5	1st	Weekday	Every month	9/1/19
AHU Annual Maintenance	HVACR	Please perform the following on all AHUs campuswide: clean out condensate drains and traps add pan tabs check coil, clean as needed lubricate motor and fan bearings as needed (Belts are checked when filters are changed on a separate work task.)	Routine		16	15th	May	Every year	5/15/20
Backflow Prevention Assembly Inspection - Spring	Inspections	Inspection of 20 backflow prevention assemblies.	Preventive		1	1st	Weekday	May	5/1/20
Backflow Prevention Assy - Fall	Inspections	Inspection of 13 backflow prevention assemblies.	Preventive		1	1st	Weekday	December	12/1/19
Backflow Prevention Assy - Summer	Inspections	Inspection of 4 backflow prevention assemblies in the Health Professions Building during the month of July.	Preventive		1	1st	Weekday	July	7/1/20

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Battery Replacement - CO-Gas Alarms	HVACR	Please replace the batteries and check operation in the CO/Gas Alarms in the following locations: BH 1323.2 GBDC 1044 SCWT C111B These alarms require 1 9-volt battery	Preventive		1.5	1st	Monday	January	1/6/20
Battery Replacement - WCC Smoke Detectors	General Maintenance	Please change 9-volt batteries in ALL 15 smoke detectors at WCC.	Preventive		2	23rd	January	Every year	1/23/20
Battery Replacement - Wireless Thermostats	HVACR	Please replace batteries in all wireless thermostats campuswide. Check time and program.	Routine		8	8th	October	Every year	10/8/19
Boilers - BH - Annual Maintenance	HVACR	Please replace filter media in the condensate drain boxes for the 4 BH boilers.	Routine		6	10th	January	Every year	1/10/20
Boilers - BH - General Maintenance	HVACR	Please clean and/or replace air filters in BH Boilers.	Routine		2	15th	Day	Every 4 months	11/15/19
Boilers - SCWT - General Maintenance	HVACR	Please clean and/or replace air filter in SCWT Boiler.	Routine		2	15th	Day	Every 6 months	10/15/19
Building Inspections - External	General Maintenance	Please look at each building on the Main Campus checking for any needed repairs to the building and/or grounds. Any repairs can then be made during Spring Break	Preventive		1	1st	March	Every year	3/1/20
Chiller - Weekly Maintenance	HVACR	Please check operation and alarm/history log on all chillers campuswide.	Routine		4		Monday & Wednesday	Every Week	8/13/19
Chiller - Annual Maintenance	HVACR	Please inspect fan blades for wear and damage on all chillers campuswide. Replace as needed.	Routine		8	5th	October	Every year	10/5/19
Christmas Decorations	Grounds	Remove Christmas decorations from storage and decorate trees for all buildings, including staircases with garland and bows. Place Christmas wreath and bows on BH main entrance and wreath on SC main entrance.	Routine		40	15th	November	Every year	11/15/19

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Condensor Coil Maintenance	HVACR	After returning from Winter break, remove all Christmas decorations and store until next year in the parking garage 5th floor north end storage closet.	Routine		24	15th	May	Every year	5/15/20
Cooling Tower- SC - Annual Maintenance	HVACR	Please inspect upper deck on the SC Cooling Tower. Remove any debris from venturis. Clean probes inside cooling tower basin. Check bleed valve.	Routine		2	7th	August	Every year	8/7/20
Cooling Towers - BH - Bi-annual Maintenance	HVACR	Please drain and clean the BH Cooling Towers.	Routine		6	7th	Day	Every 6 months	11/7/19
Cooling Towers - Early Winter Maintenance	HVACR	Please check heat tape and basin heaters for proper operation on the Cooling Towers in BH & SC.	Routine		8	7th	November	Every year	11/7/19
Cooling Towers - Monthly Maintenance	HVACR	Please check the water levels and check for leaks on Cooling Towers in BH & SC.	Routine		1	7th	Day	Every month	9/7/19
Cooling Towers - SC - Tri-annual Maintenance	HVACR	Please drain and clean the SC Cooling Towers.	Routine		4	7th	Day	Every 4 months	11/7/19
Custodial - Check Work Performed	Custodial	Go to Brightwater with Henri Morales from McLemore Building Maintenance to check on cleanliness and quality of custodial work performed there. Be sure to take notes of anything that may need to be done. Please check floors, furniture, restrooms....	Preventive		1	1st	Day	Every month	9/1/19
Custodial Supply Restocking	Moves	Please restock custodial closets with paper products, soap and sanitizer. Also check/restock PAPER TOWELS and SOAP in the following areas: SCIENCE LABS AND ART ROOMS SC VENDOR KITCHEN GBDC TYSON KITCHEN SUB 2064 HUSBY ROOM	Routine		4		Friday	Every Week	8/16/19

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Dry Fire System Cleaning - PD	Equipment	Please drain condensation from the Parking Deck Dry Fire System. See Jim or Darrel for details. NOTE: 5 Drain Points	Preventive		1	1st	Wednesday	Every 3 months	10/2/19
Elevator Fireman's Emergency Service Monthly Inspection	Inspections	Please perform testing of Fireman's Emergency Service on Schindler elevators in CHP & NCPTC building and log results on test log in the elevator closet.	Preventive		1	15th	Day	Every month	8/15/19
Emergency Exit Light Testing - Monthly	Inspections	Please test ALL 289 Emergency Exit Signs throughout campus and log findings on attached log sheets.	Preventive		8	1st	Day	Every month	9/1/19
Emergency Light Testing at NCPTC - Annual	Inspections	Please perform a Power Test on all 30 battery powered Emergency Lights and all 29 Emergency Exit Lights in the NCPTC building. Replace batteries as needed. POWER TEST: completed ANNUALLY - The test shall operate the emergency lighting for a minimum of 90 minutes and shall remain sufficiently illuminated for the duration of the test.	Preventive		2	20th	December	Every year	12/1/19
Energy Tracking	Administrative	Please update energy tracking spreadsheet.	Routine		4	25th	Day	Every month	8/25/19
Energyprint	Administrative	Please check Energyprint for updates. Note any changes made.	Routine		4	25th	Day	Every month	8/25/19
Exhaust and Gas Alarm - GBDC Kitchen	HVACR	Please check the exhaust in the kitchen at the GBDC building. Also check the combustible gas alarm.	Preventive		2	1st	Day	Every month	9/1/19
Exhaust Fans - BH	HVACR	Please check operation of exhaust fans in the following areas: BH1213.1 BH2450	Routine		1	10th	Day	Every 3 months	10/10/19
Exhaust Fans - CEP	HVACR	Test refrigerant monitor and exhaust fan in the Central Energy Plant for proper operation. Check filters, replace as needed.	Routine		4	7th	October	Every year	10/7/19

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Exhaust Fans - CHP	HVACR	Please check the belts and operation on all of the exhaust fans in the CHP building.	Routine		4	1st	Day	Every 6 months	2/1/20
Exhaust Fans - GBDC	HVACR	Please check the belts and operation on all of the exhaust fans in the GBDC building.	Preventive		4	1st	Day	Every 3 months	10/1/19
Exhaust Fans - Roof Top	HVACR	Please check and/or replace belts in all roof top exhaust fans in BH. Check operation.	Routine		8	15th	Day	Every 4 months	12/15/19
Exhaust Fans - SC	HVACR	Please check the belts and operation on the exhaust fans that serve all the restrooms in the Student Center. (There are 4)	Routine		6	1st	Day	Every 6 months	9/1/19
Exhaust Fans - SC Kitchen	HVACR	Please check and/or replace belts in the exhaust fans in the SC Kitchen. Check operation.	Routine		2	15th	Day	Every 3 months	9/1/19
Exhaust Fans - SCWT	HVACR	Verify exhaust fan operation in main electrical room and boiler room.	Routine		1	8th	Day	Every month	9/8/19
Exhaust Fans- Syndaver Room	HVACR	Please replace the belt in the exhaust fan in BH2330/Syndaver Room.	Routine		3	10th	March	Every year	3/10/20
Exhausts Fans - BH Greenhouse	HVACR	Please check and/or replace belts on the exhaust fans in the BH Greenhouse. Check temperature settings and damper operation.	Routine		4	5th	Day	Every 6 months	10/5/19
Exterior Door Hardware	Doors	Please check all exterior doors on ALL main campus buildings for proper operation, including screws for tightness. Use Lock-Tite if necessary.	Preventive		2	1st	Day	Every 6 months	2/1/20
Filters - BH	HVACR	Replace all HVAC filters in Burns Hall.	Routine		40	1st	Day	Every 4 months	12/1/19
Filters - CHP	HVACR	Please change all HVAC filters in the Health Professions building.	Routine		24	1st	Day	Every 4 months	12/1/19
Filters - GBDC	HVACR	Please change all HVAC filters in the Shewmaker Globale Building. Offices are changed in January and July only	Routine		24	1st	Day	Every 4 months	9/1/19
Filters - PD	HVACR	Please change all HVAC filters in the Parking Deck.	Routine		8	1st	Day	Every 4 months	10/1/19
Filters - PP	HVACR	Please change all HVAC filters in the Physical Plant building.	Routine		8	1st	Day	Every 4 months	10/1/19

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Filters - SC	HVACR	Please change all HVAC filters in the Student Center.	Routine		24	1st	Day	Every 4 months	9/1/19
Filters - SCWT	HVACR	Please change all HVAC filters in the Shewmaker Workforce Building. Heating Air Handler Units (AHU) changed only in January and May	Routine		24	1st	Day	Every 4 months	9/1/19
Filters - Update List	HVACR	Please update the filter information list.	Routine		4	15th	April	Every year	4/15/20
Fire Door Annual Inspection	Inspections	Please inspect all Fire Doors throughout campus using the attached Fire Door Assembly Inspection Checklist.	Preventive	X	8	1st	Monday	December	12/2/19
Fire Extinguisher Inspection - Monthly	Inspections	Please perform monthly inspection of all NWACCC Fire Extinguishers using the attached Checksheet. NOTE: PLEASE WRITE IN THE INSPECTION DATE IN THE SPACE PROVIDED. NOTE: PLEASE VERIFY THE MFG & LAST CHARGE DATES ON ALL EXTINGUISHERS MATCH THE INSPECTION CHECKSHEET. Note changes on checksheet, if needed.	Preventive	X	8	1st	Day	Every month	9/1/19
Flags	Grounds	Please check flags/flagpoles in front of BH and GBDC. Repair/replace as needed.	Routine		1	1st	Day	Every 3 months	9/1/19
Flat Roof Inspections	Roofing	Please inspect all flat roofs for any defects or damage to the coating. Report any damage to Jim Nelson or Darrel Watson.	Preventive		4	1st	Day	June	6/1/20
Floor Drains - Custodial Closets	Inspections	Please check drains/floor drains in all custodial closets throughout the main campus. Make sure they are unobstructed. Clear and clean as necessary. Flush with bleach water and confirm they are clear and p-traps are full.	Preventive		2	15th	Day	Every month	8/15/19

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Floor Drains - GBDC	Plumbing	Pour water into floor drains to fill p-traps throughout the GBDC building per attached map.	Preventive	X	1	1st	Day	Every 3 months	10/1/19
Floor Drains - SC Kitchen	Plumbing	Please clean the floor drains and pour water down them making sure the p-traps are full in the Student Center kitchen area. SC rooms: 122A, 122B, 122C, 122D, 122E & 122F	Preventive		1	1st	Day	Every 3 months	10/1/19
Forklift - Spring Service	Automotive	Annual Service on Forklift Conduct annual services as required by manual. Check the following & change if needed: Oil Filter Air Filter Fuel Filter Hydraulic Filter Change Oil.	Preventive		2	15th	March	Every year	3/15/20
Generator Inspections - Annual	Inspections	Contact RP Power to schedule inspections of seven (7) generators throughout the NWACC Campus.	Preventive		8	1st	December	Every year	12/1/19
Generator Inspections - Monthly	Inspections	Inspect all 7 generators on the NWACC campus. Record run hours. Check the coolant level and oil. General visual inspection.	Preventive	X	8	1st	Day	Every month	9/1/19
Generators - Transfer Switches	Electrical	Shut power down to emergency panel to confirm generator transfer switch switches to emergency generator power for all seven generators on the main campus.	Preventive		6	1st	December	Every year	12/1/19

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Golf Cart Battery Check	Automotive	Please check the water levels on all 23 golf cart batteries, including the President's and Shipping and Receiving's golf carts. Refill as necessary using ONLY DISTILLED WATER.	Preventive		2	10th	Day	Every 2 months	9/10/19
Golf Cart Service	Automotive	Please check and service all 8 golf carts, including the President's, DPS and Shipping/Receiving. This should include power washing all carts, checking tire pressures and any fuels. (Batteries are checked on a different work order.)	Preventive		1.5	10th	Day	Every 3 months	10/10/19
Grease Trap - GBDC	Plumbing	Please run 30 to 40 gallons of water into two compartments of the 3-compartment sink in the Tyson kitchen at the GBDC. This is per the City of Bentonville Waste Water Treatment inspector to keep the Ph down in the grease trap interceptor.	Preventive		0.5	1st	Day	Every month	9/1/19
Gutters and Flat Roofs Cleaning	Grounds	Please clean rain gutters and down spouts on all buildings throughout the NWACC Main Campus. Also clean all in-ground drains and grates throughout campus, as well as all flat roofs for debris and clean the drains per attached maps. Please remember the Parking Deck gutters on the west side, both north and south.	Routine		16	1st	Day	Every 3 months	9/1/19
Hydronic Equipment Tracking	HVACR	Please log temps and pressures on all hydronic equipment campuswide.	Routine		4	1st	Day	Every 2 months	9/1/19
Kitchen Equipment Maintenance	HVACR	Please clean coils in coolers, refrigerators and freezers in the SC and GBDC kitchens. Check operation and temps.	Routine		8	10th	March	Every year	3/10/20

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KWH per sq ft Info Needed	Administrative	Please gather KWH per sq ft information from EnergyPrint to give to Jack Thompson by November 1st for the College's Key Performance Indicators.	Preventive		1	10th	October	Every year	10/10/19
Liebert - Alarm Testing	HVACR	Please test horn strobe/alarm for proper operation.	Routine		2	1st	Day	Every month	9/1/19
Liebert - Annual Maintenance	HVACR	Please perform the following tasks: Check heat tape and verify operation Clean scale off of humidifier components	Routine		4	1st	December	Every year	12/1/19
Liebert - Coil Maintenance	HVACR	Please perform the following tasks: Clean condenser coil Inspect fans and electrical components Check operation of unit Done the first week of April and October.	Preventive		4	10th	Day	Every 6 months	10/1/19
Liebert - General Maintenance	HVACR	Please perform the following tasks: Flush condensate drain Check belts Exercise back-up units Check alarm/history log Remove floor tiles to inspect for water, clean as necessary Check fuses and electrical connections Done the first week of April, August and	Preventive		4	1st	Day	Every 4 months	12/1/19
Lighting - Check - Parking Deck	Electrical	Please check the lighting in the Parking Deck and change lights when necessary.	Preventive		1	1st	Day	Every 3 months	10/1/19
Lighting - Cleaning - Exterior	Grounds	Please clean bugs out of exterior light fixtures campuswide.	Routine		8	1st	December	Every year	12/1/19
Lighting - Cleaning - Interior	General Maintenance	Please clean light fixtures in the building, removing all bugs.	Routine		4	10th	December	Every year	12/10/19
Lighting - Exterior - BH/PP/NCPTC	Electrical	Check all exterior lighting and replace/repair as needed.	Preventive		2	1st	Day	Every 6 months	9/1/19

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Lighting - Exterior - SC/PD	Electrical	Check exterior lighting and replace/repair as needed.	Preventive		2	1st	Day	Every 6 months	11/1/19
Lighting - Exterior - SCWT/GBDC/CHP	Electrical	Check exterior lighting and replace/repair as needed.	Preventive		2	1st	Day	Every 6 months	1/1/20
Lighting - Internal and Ceiling Tiles	General Maintenance	Please check all buildings on the Main Campus for any needed repairs/replacements of ceiling tiles and internal lighting. Any repairs/replacements can be scheduled during the Student's winter break.	Preventive		8	1st	December	Every year	12/1/19
Lighting - Schedule Update - Spring	Electrical	Please update exterior lighting schedule to reflect daylight saving time.	Routine		2	1st	March	Every year	3/1/20
Lighting - Schedule Update - Fall	Electrical	Please update exterior lighting schedule to reflect the end of daylight saving time.	Routine		2	1st	November	Every year	11/1/19
Mechanical Room Cleaning	General Maintenance	Please clean all mechanical and electrical rooms throughout campus. NOTE: DO NOT use blowers to clean with. They stir up dust and set off alarms.	Routine		16	1st	December	Every year	12/1/19
MSDS Updates	General Maintenance	Please update the MSDS sheets in the Physical Plant MSDS book.	Routine		8	1st	Day	Every 6 months	12/1/19
Parking Lots - Check for Needed Repairs	Grounds	Please check Main Campus parking lots for signs of needed repairs (i.e.: crack sealing, recoating, striping, etc.)	Preventive		1	1st	Day	Every 3 months	10/1/19
Parking Lot Sweeping - Fall	Grounds	Please use Sweeper equipment to sweep all parking lots and parking deck. Clean and blow all stairwells in the parking deck.	Routine		8	1st	August	Every year	8/1/20
Parking Lot Sweeping - Spring	Grounds	Please use Sweeper equipment to sweep all parking lots and parking deck. Clean and blow all stairwells in the parking deck.	Routine		8	2nd	January	Every year	1/2/20
Physical Plant Shop Cleaning	Grounds	Please clean the Physical Plant shop area including all shelves, cabinets, and grounds/welding areas.	Preventive		3	1st	Day	Every 3 months	10/1/19

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Plumbing Checks - Restrooms	Plumbing	Please check all restroom sinks, toilets and urinals campuswide for normal operations. Repair as needed.	Routine		8	1st	Day	Every 3 months	9/1/19
Power Wash - BH North Side	Grounds	Please power wash areas by the sidewalks on the north side of Burns Hall and the alleyway by the IT Department.	Routine		2	1st	October	Every year	10/1/19
Power Wash - Building Entrances	Grounds	Please check all building entrances for possible need for power washing. Power wash as needed.	Routine		2	1st	September	Every year	9/1/19
Power Wash - GBDC	Grounds	Please power wash the chiller area outside the GBDC.	Routine		4	15th	September	Every year	9/15/19
Power Wash - Outdoor Furniture	Grounds	Please power wash outdoor furniture as needed.	Routine		8	15th	August	Every year	8/15/19
Power Wash - PD - Spring Semester	Grounds	Please power wash the lobby/elevator areas on all five levels of the Parking Deck prior to the start of the Spring semester.	Preventive		8	15th	March	Every year	3/15/20
Power Wash - SC Dock Area	Grounds	Please power wash the dock and dumpster area outside the Student Center.	Routine		3	15th	Day	Every 6 months	10/1/19
Pressure Vessels - Annual Inspection	HVACR	Please schedule annual inspections with State of Arkansas Inspector on all 56 pressure vessels campuswide. This includes boilers, water heaters, auto valves and expansion tanks.	Routine		16	1st	September	Every year	9/1/19
Recycle Collection	Recycle	Check all large green paper bins inside all main campus buildings and empty as needed. Check all green/yellow recycle bins and change out/empty as needed.	Routine		2.5		Friday	Every 2 weeks	8/16/19
Safety Film - Monthly	Administrative	Please choose a safety film to show the Physical Plant staff on the 2nd Friday of the month.	Routine		2	1st	Friday	Every month	9/6/19
Snow Plow Installation	Grounds	Please install snow plows on ATVs and the 2015 Ford truck to prepare for snow removals.	Routine		8	1st	December	Every year	12/1/19

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Snow Plow Removal	Grounds	Please remove snow plows from ATVs and the 2015 Ford truck. Remove all salt residue from the plows. Lube the plows as needed for storage.	Routine		8	30th	March	Every year	3/1/20
Spring Service - Gator	Automotive	Annual Service on John Deere Gator Conduct annual services as required by manual. Check the following & change if needed: Oil Filter Air Filter Fuel Filter Change Oil.	Preventive		2	15th	March	Every year	3/15/20
Spring Service - Hustler 48-in Mower	Automotive	Annual Service on Hustler 48-in Mower Conduct annual services as required by manual. Check the following & change if needed: Oil Filter Air Filter Fuel Filter Hydraulic Filter Change Oil Sharpen blades	Preventive		2	15th	March	Every year	3/15/20

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Spring Service - Hustler 72-in Mower	Automotive	<p>Annual Service on Hustler 72" Mower</p> <p>Conduct annual services as required by manual.</p> <p>Check the following & change if needed: Oil Filter Air Filter Fuel Filter Hydraulic Filter</p> <p>Change Oil Sharpen blades</p>	Preventive		2	15th	March	Every year	3/15/20
Spring Service - JD 3039R Tractor	Automotive	<p>Annual Service on John Deere 3039R Tractor</p> <p>Conduct annual services as required by manual.</p> <p>Check the following & change if needed: Oil Filter Air Filter Fuel Filter Hydraulic Filter</p> <p>Change Oil.</p>	Preventive		4	15th	March	Every year	3/15/20

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Spring Service - JD 5083E Tractor	Automotive	Annual Service on John Deere 5083E Tractor Conduct annual services as required by manual. Check the following & change if needed: Oil Filter Air Filter Hydraulic Fliter Fuel Filter Change Oil.	Preventive		4	15th	March	Every year	3/15/20
Spring Service - Kabota 5098	Automotive	Annual Service on Kubota - Last 4 of VIN 5098 Conduct annual services as required by manual. Check the following & change if needed: Oil Filter Air Filter Fuel Filter Change Oil.	Preventive		2	15th	March	Every year	3/15/20
Spring Service - Kubota 5172	Automotive	Annual Service on Kubota - Last 4 of VIN 5172 Conduct annual services as required by manual. Check the following & change if needed: Oil Filter Air Filter Fuel Filter Change Oil.	Preventive		2	15th	March	Every year	3/15/20

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Spring Service - Sweeper	Automotive	Annual Service on Sweeper Conduct annual services as required by manual. Check the following & change if needed: Oil Filter Air Filter Fuel Filter Hydraulic Filter Change Oil.	Preventive		2	15th	March	Every year	3/15/20
Storage Closets - PD	Grounds	Please clean out and inventory items in all storage closets on all levels of the Parking Deck.	Preventive		4	1st	Day	Every 6 months	10/1/19
Sump Pumps - Elevators	General Maintenance	Please check all main campus elevator sump pumps to verify they are working properly.	Preventive		4	10th	Day	Every 6 months	9/10/19
Supply Fan - SC Kitchen	HVACR	Please check and/or replace belts in the make up air gas heater in the SC Kitchen. Check operation.	Routine		2	7th	December	Every year	12/7/19
Supply Fans - BH	HVACR	Please check and/or replace belts and filters in all supply fans in BH. BH1008 BH2210 BH2300 BH2300	Routine		8	15th	Day	Every 4 months	12/15/19
Supply Fans - BH Science Areas	HVACR	Please check operation and check and/or replace belts in the supply fans in the following science areas: BH1326 BH1327 BH1330 BH1331 BH1333 BH1335 BH1338	Routine		8	10th	March	Every year	3/10/20

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Tables and Chairs - GBDC	General Maintenance	Check all tables and chairs in the GBDC lounge areas for looseness. Tighten as needed. Use Threadlock.	Preventive		1	1st	Day	Every 6 months	2/1/20
Toilet Seat Check - Campuswide	General Maintenance	Please check all toilet seats in all restrooms throughout the main campus. Tighten screws and replace as necessary.	Preventive		8	10th	Day	Every 3 months	10/10/19
Tree/Bush Inspection	Grounds	Please inspect campus trees and bushes for low hanging branches that may impede mowing, block security cameras, obstruct proper lighting or rub against the building/s. Trim as needed.	Preventive		8	20th	August	Every year	8/20/19
VAV - BH - Annual Maintenance	HVACR	Calibrate all VAVs in Burns Hall.	Routine		12	8th	July	Every year	7/8/20
VAV - CHP - Annual Maintenance	HVACR	Calibrate all VAVs in Health Professions.	Routine		18	8th	November	Every year	11/8/19
VAV - GBDC - Annual Maintenance	HVACR	Calibrate all VAVs in Shewmaker Global.	Routine		12	8th	October	Every year	10/8/19
VAV - SC - Annual Maintenance	HVACR	Calibrate all VAVs in Student Center.	Routine		18	8th	August	Every year	8/8/20
VAV - SCWT - Annual Maintenance	HVACR	Calibrate all VAVs in Shewmaker Workforce.	Routine		12	8th	September	Every year	9/8/19

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8/12/2019

Task	Shop	Description	Type	Accompanying Document	Time Standard	Recurrence			Next Scheduled
Vehicles - Semi-Annual Maintenance	Automotive	<p>Perform the following on all 17 NWACC cars, trucks and vans:</p> <p>Check/top off the following: engine oil, brake fluid, windsheild washer fluid, power steering fluid, transmission fluid and anitfreeze/coolant</p> <p>Check tire pressure and thread depth of each tire</p> <p>Check wiper blades and replace as needed</p> <p>Check battery connections and operation</p> <p>Check condition of engine belts and steering and/or V-drive belts. Replace as needed.</p>	Preventive		8	10th	Day	Every 6 months	10/10/19
Wasp Nest Check	Grounds	Please check all campus buildings and outside areas for any wasp nests. Remove as necessary.	Preventive		2	1st	July	Every year	7/1/20
Water Heater - Annual Maintenance	HVACR	Please perform yearly maintenance on the water heater in SC 231.	Routine		1	1st	March	Every year	3/1/20
Water Source Heat Pump - Annual Maintenance	HVACR	<p>Clean out all condensate drains and traps. Add pan tabs.</p> <p>Check primary and secondary drain pans, clean out as needed.</p>	Routine		90	8th	August	Every year	8/8/20
Winterize - Small Equipment	Equipment	<p>Please winterize all small equipment such as weed eaters, mowers, portable generators, tillers.... This is to include treating and removing gasoline.</p> <p>Please see Jim or Darrel for any further instructions.</p>	Preventive		3	1st	November	Every year	11/1/19
Winterize to Prepare for Winter	General Maintenance	Please winterize following the attached Procedure Sheet.	Preventive	X	4	5th	October	Every year	10/5/19