Monthly/Annual Services	Monthly	Annually	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC
Detail Vacuum	Х													
High dusting (Above 5 feet)	х													
Burnish resilient floors	х													
Extraction of all carpet areas		Х												
Wax floors		Х												
Clean ceiling vents	Х													
Clean, dust upholstered furniture		2X												
Window blind cleaning		2X												
Clean Fluorescent Fixtures and Diffusers		x												
Check oil levels bi-monthly	2X													
Check circulator pump couplings, grease/oil biannually.		2X												
For unit ventilators the following should be completed four times annually: change filters, oil/grease motors, clean and check belts, and rest motor controller.		4X												
Batter test emergency and exit lights for 30 seconds on a monthly basis and for 90 minutes on an annual basis and document with generator run hours.	x	x												
Check fire extinguishers (hose and gauge) document by initialing and dating appropriate placard.	x													
Check operability of fire doors.	Х													
Check generators for fuel level, #2 fuel oil level, and log run hours. This should be documented with emergency/exit lights.	x													