

PM SCHEDULE MATRIX BY BUILDING

↓ Building Names From Schoolde ↓

PM Schedules ↓	ADMIN	AUD	BUS GARAGE	CES-GYM	CES	CHS	CLC GYM	CLC	CMS	DIS	CONCESSION STD	FIELD HOUSE	MAINT/TRANS	NCP	TECH
SITE A ¹ bi-annual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SITE B ¹ monthly	N/A	N/A	N/A	N/A	X	N/A	N/A	X	X	N/A	N/A	N/A	N/A	N/A	N/A
SITE C ¹ monthly	X	X	N/A	N/A	X	X	N/A	X	X	X	N/A	N/A	X	X	X
ROOF bi-annual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
EXTERIOR annual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
STRUCTURAL bi-annual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
INTERIOR annual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HVAC A ² 1 to 4 months	X	X	N/A	X	X	X	X	X	X	X	N/A	X	X	X	X
HVAC B ² annual	X	X	N/A	X	X	X	X	X	X	X	N/A	X	X	X	X
HVAC C ² annual	N/A	N/A	N/A	N/A	X	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
HVAC D ² monthly	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
HVAC E ² bi-annual	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ELECTRICAL annual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PLUMBING A ³ annual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PLUMBING B ³ annual	N/A	N/A	N/A	N/A	X	X	N/A	N/A	N/A	N/A	N/A	X	X	N/A	N/A
PLUMBING C ³ monthly	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fire & Safety A ⁴ monthly	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Fire & Safety B ⁴ annual	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Fire & Safety C ⁴ monthly	N/A	N/A	N/A	N/A	X	X	NA	X	X	X	N/A	N/A	N/A	X	N/A
Fire & Safety D ⁴ monthly	N/A	N/A	N/A	N/A	X	X	N/A	X	X	N/A	N/A	N/A	N/A	N/A	N/A
Fire & Safety E ⁴ annual	N/A	N/A	N/A	N/A	X	X	N/A	X	X	N/A	N/A	N/A	N/A	N/A	N/A
Fire & Safety F ⁴ annual	N/A	N/A	N/A	N/A	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	N/A	N/A
Fire & Safety G ⁴ monthly	X	X	X	X	X	X	X	X	X	X	N/A	X	X	X	X

¹ Site
A. sidewalks, canopies, parking surfaces, fencing, ADA access, fire lanes
B. playgrounds (one building per location)
C. grounds

² HVAC
A. air filters
B. split systems & package units
C. ventilation & controls
D. chillers
E. cooling towers

³ Plumbing
A. sewer, water piping, water heaters, fixtures & components
B. backflow preventers
C. well systems (if present)

⁴ Fire & Safety
A. fire extinguishers monthly
B. fire extinguishers annual
C. kitchen hood suppression monthly
D. fire alarms monthly
E. fire alarms annual
F. fire sprinkler
G. emergency exit & exterior lights

Enter Bldg names in this row. Adjust column width as needed. Add columns as necessary to accommodate all your buildings.