

Building Maintenance Manual

Building Maintenance Manual Building Maintenance Manual | 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

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