

# Van Buren Maintenance



Home of the Black Knights

Preventive Maintenance Programs currently in place.

- 1) Grease and lubricate all rotating apparatus every 6 months.
- 2) All air filters in the Air Handler Units are changed every 6 months. Factory recommendations for all Air Handlers state to change filters when the alarms indicate so or once yearly.
- 3) All heating and cooling coils are cleaned once per year.
- 4) All Blowers and are inspected every 6 months for alignment and belt tension.
- 5) All Fluid valves are exercised every 3 months.
- 6) Roof top inspections are done every 3 months and inspected by the county once every year.
- 7) All Kitchen ventilation hoods are cleaned and inspected every 6 months.
- 8) All water filters are changed every 6 months.
- 9) All emergency lighting tested and inspected quarterly.
- 10) Roof top drains cleaned monthly.
- 11) Gutters and down spouts cleaned and repaired annually.
- 12) Elevators and fire system inspected quarterly
- 13) Asbestos testing scheduled to be done yearly.
- 14) Monthly inspections on all cleaning equipment including the vacuums.
- 15) Clean, inspect, and test main switchgear every 5 years.

Transportation.

All busses are inspected monthly. Routine maintenance is performed per the manufactures specifications and Inspected twice per year by the State Highway Patrol for safety and ODOT compliance.

Grounds.

All outside grounds equipment is serviced per the manufactures specification. Lawn and snow removal equipment is cleaned and inspected weekly.

All athletic fields and common areas are mowed on a comprehensive schedule.