

Table of Contents

Fac	ility Management – Serving Those Who Serve Our Members	1
	Repair and Maintenance	1
	Facility Systems	1
	Work Orders	2
	Project Work	2
	Annual Facilities Inspection	2
	Preventive Maintenance Program	2
	Service Contracts Administration	2
	Housekeeping	4
	Laundry Operations	4
	Master Property List	4
	Maintenance Data	5
	Shop Area, Tools, and Equipment	5
	Spare Parts	5
	Maintenance & Housekeeping Supplies Inventories	5
	Daily Walkabouts	6
	Prioritization and Scheduling of Work	6
	Energy Management and Conservation	6
	Light Bulb Replacement	6
	Event Support	7
	Pool Maintenance	7
	Tennis Court Maintenance	7
	Communication/Data Systems	7
	Trades and Skills	7
	Safety and Security	7
	Key Control	8
	Fire Extinguishers	8
	Summary	8
Org	anizing Your Facility Maintenance Effort	8
Wha	at I Expect from My Facility Manager	9
Add	litional Resources	1