

Site	Building	Name	Assigned Trade	Type	Frequency	Description
Cañada College	1 - KINESIOLOGY AND WELLNESS	Mechanical Room Inspection	Engineering	Preventive Maintenance	1 month	Mechanical Room Inspection - inspect mechanical room for cleanliness. Visual inspection of equipment.
Cañada College	1 - KINESIOLOGY AND WELLNESS	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	1 - KINESIOLOGY AND WELLNESS	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Exhaust Fans - Inspect belts and lube
Cañada College	1 - KINESIOLOGY AND WELLNESS	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher Inspection - Inspect and sign off on all fire extinguishers
Cañada College	1 - KINESIOLOGY AND WELLNESS	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	1 - KINESIOLOGY AND WELLNESS	Shower Door Inspection	Engineering	Preventive Maintenance	3 month	Shower Door Inspection - check for looseness of doors.
Cañada College	1 - KINESIOLOGY AND WELLNESS	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Check roof for cleanliness and clear debris from drains.
Cañada College	1 - KINESIOLOGY AND WELLNESS	HVAC Service	Engineering	Preventive Maintenance	3 month	HVAC Service - Lube and inspect grease fittings on the DOAS and AH1. Inspect louvers and clean as needed.
Cañada College	1 - KINESIOLOGY AND WELLNESS	HVAC Inspection	Engineering	Preventive Maintenance	1 month	HVAC Inspection - Visual inspection of the units.
Cañada College	1 - KINESIOLOGY AND WELLNESS	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Pool - Fire Extinguisher Inspection - Inspect and sign off on all fire extinguishers
Cañada College	1 - KINESIOLOGY AND WELLNESS	Eye Wash Inspection	Engineering	Preventive Maintenance	1 month	Pool - Eye Wash Inspection - Acid, Chlorine and Fill Station.
Cañada College	1 - KINESIOLOGY AND WELLNESS	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Pool Exhaust Fans - Visually inspect fans in all pool deck rooms.
Cañada College	1 - KINESIOLOGY AND WELLNESS	Pool ADA Lift	Engineering	Preventive Maintenance	1 month	Pool ADA Lift - inspect ADA lift and change batteries.
Cañada College	1 - KINESIOLOGY AND WELLNESS	Myers System Inspection	Engineering	Preventive Maintenance	3 month	Myers System - check batteries and take voltage readings
Cañada College	1 - KINESIOLOGY AND WELLNESS	Calibrate Palintest Water Chemistry Tester	Engineering	Preventive Maintenance	1 year	Pool - Calibrate Palintest Water Chemistry Tester - Sent tester out for calibration.
Cañada College	1 - KINESIOLOGY AND WELLNESS	Genie Lift Inspection	Engineering	Preventive Maintenance	1 month	Genie Lift Inspection - inspect for operation and safety
Cañada College	1 - KINESIOLOGY AND WELLNESS	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	1 - KINESIOLOGY AND WELLNESS	PIV test and inspection	Engineering	Preventive Maintenance	1 month	Please exercise PIV in front one B1. Place system on test and inspect for leaks.
Cañada College	2 - BUILDING 2	Fire extinguishers monthly	Engineering	Preventive Maintenance	1 month	Fire extinguisher monthly - inspect and sign
Cañada College	2 - BUILDING 2	Change filters and lube	Engineering	Preventive Maintenance	6 month	Lube motors, inspect roof, change filters and check duct seals
Cañada College	2 - BUILDING 2	Restroom trap primer	Engineering	Preventive Maintenance	1 month	Add trap primer to floor drains in both restrooms in bookstore. Inspect and clear sewer line in campus loop road(by the parking meters)
Cañada College	2 - BUILDING 2	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	2 - BUILDING 2	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - inspect overall roof condition and make repairs as needed. Clean drains, gutters and rain liters.
Cañada College	2 - BUILDING 2	Water Heater Inspection	Engineering	Preventive Maintenance	1 month	Inspect water heater in the Bookstore.
Cañada College	2 - BUILDING 2	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	2 - BUILDING 2	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	3 - FINE ARTS	Fire Extinguisher and eye wash inspection	Engineering	Preventive Maintenance	1 month	inspect all fire extinguishers in building , test eye wash station located by cooling tower and inside boiler room
Cañada College	3 - FINE ARTS	HVAC Service	Engineering	Preventive Maintenance	3 month	HVAC Service - service all HVAC units, replace filters and belts as needed, lube motors and bearings, sweep or vacuum units and area, check lighting, replace batteries in safety equipment (lighting, Siemens panels, etc), inspect pitot tubes and DP for proper readings.
Cañada College	3 - FINE ARTS	Cooling Tower Service	Engineering	Preventive Maintenance	6 month	Cooling Tower Service - drain, clean and service
Cañada College	3 - FINE ARTS	Emergency Lighting Unit	Engineering	Preventive Maintenance	1 month	Emergency Lighting Unit - check operation and batteries
Cañada College	3 - FINE ARTS	Genie Lift Inspection	Engineering	Preventive Maintenance	1 month	Genie Lift Inspection - inspect for operation and safety
Cañada College	3 - FINE ARTS	Roof and drain inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Clear, clean and inspect overall roof condition. Make repairs as needed. Clear and clean drains, gutters and rain liter.
Cañada College	3 - FINE ARTS	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	3 - FINE ARTS	Front Door Hydraulic Oil Inspection	Engineering	Preventive Maintenance	1 month	Front Door Hydraulic Oil Inspection -Check fluid levels, refill if needed.
Cañada College	3 - FINE ARTS	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Exhaust Fans - Inspect belts and lube
Cañada College	3 - FINE ARTS	Water Heater Inspection	Engineering	Preventive Maintenance	1 month	Water Heater Inspection
Cañada College	3 - FINE ARTS	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	3 - FINE ARTS	Mechanical Room Inspection	Engineering	Preventive Maintenance	1 month	Mechanical Room Inspection - inspect mechanical room for cleanliness. Visual inspection of equipment.
Cañada College	3 - FINE ARTS	Dual Light System Inspection	Engineering	Preventive Maintenance	3 month	Dual Light System - check batteries and take voltage readings
Cañada College	3 - FINE ARTS	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	4 - ATHLETIC FIELD RESTROOM	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	4 - ATHLETIC FIELD RESTROOM	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	5 - STUDENT CENTER	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Inspect all fire extinguishers in building
Cañada College	5 - STUDENT CENTER	Add Trap Primer	Engineering	Preventive Maintenance	1 month	Add trap primer to kitchen main sewer line and to sewer line in the B5 Storeroom near loading dock.
Cañada College	5 - STUDENT CENTER	Sewer Lift Station	Engineering	Preventive Maintenance	1 month	Sewer Lift Station - inspect lift station and check for odors
Cañada College	5 - STUDENT CENTER	Kitchen hood and Fire extinguisher (Halon) inspection / cleaning	Engineering	Preventive Maintenance	6 month	Schedule vendor - Inspect kitchen hood and fire extinguisher system, determine if cleaning is required or a recharge is needed. safety devices/equip should be clean and in working order
Cañada College	5 - STUDENT CENTER	Electrical Room Inspection	Engineering	Preventive Maintenance	1 month	Electrical Room Inspection - Check for storage inspect unit and clean room.

						Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	5 - STUDENT CENTER	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	
Cañada College	5 - STUDENT CENTER	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - inspect overall condition of roof. Remove debris and clear drains.
Cañada College	5 - STUDENT CENTER	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Exhaust Fans - inspect belts and lube.
Cañada College	5 - STUDENT CENTER	Air Scrubber Filter Inspection - Health Center	Engineering	Preventive Maintenance	3 month	Air Scrubber Filter Inspection- Health Center - check filters in air scrubbers in the waiting room, exam rooms, lab and office. Change every 6 months.
Cañada College	5 - STUDENT CENTER	Split System Inspection	Engineering	Preventive Maintenance	1 month	Split System Inspection - clean filters and inspect coils
Cañada College	5 - STUDENT CENTER	Dual Light System Inspection	Engineering	Preventive Maintenance	3 month	Dual Light System - check batteries and take voltage readings
Cañada College	5 - STUDENT CENTER	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	5 - STUDENT CENTER	Mechanical Room Inspection	Engineering	Preventive Maintenance	1 month	Mechanical Room Inspection - inspect mechanical room for cleanliness. Visual inspection of equipment.
Cañada College	5 - STUDENT CENTER	Air Scrubber Filter Inspection	Engineering	Preventive Maintenance	3 month	Air Scrubber Filter Inspection - check filters in air scrubbers in the open area. Change every 6 months.
Cañada College	5 - STUDENT CENTER	HEPA Filter Inspection	Engineering	Preventive Maintenance	3 month	HEPA Filter Inspection - check filters in air purifier in the office. Change every 6 months.
Cañada College	5 - STUDENT CENTER	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	5 - STUDENT CENTER	85 Loading Dock	Custodial	Preventive Maintenance	1 month	1st Friday of each month. Dust lights. Knock down cobwebs. Power wash loading dock walls and cement. Use surface cleaner.
Cañada College	6 - GENERAL CLASSROOM	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Fire extinguisher inspection
Cañada College	6 - GENERAL CLASSROOM	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	6 - GENERAL CLASSROOM	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - inspect overall condition of roof and repair as needed. Remove debris and clear drains. Spray down roof and panels. Check windows for leaks and damage.
Cañada College	6 - GENERAL CLASSROOM	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Exhaust Fans - Inspect belts and lube.
Cañada College	6 - GENERAL CLASSROOM	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	6 - GENERAL CLASSROOM	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	7 - MAINTENANCE CENTER	Fire Extinguisher and Eye Wash Inspection	Engineering	Preventive Maintenance	1 month	Inspect fire extinguishers and test eye wash station located by car wash.
Cañada College	7 - MAINTENANCE CENTER	Waste Inspection Log	Engineering	Preventive Maintenance	1 month	Waste Inspection Log - complete log and confirm paper trail for waste disposal
Cañada College	7 - MAINTENANCE CENTER	IR scan on panels	Engineering	Preventive Maintenance	1 year	contact Atlas or IR specialist to conduct campus wide scan of all electrical panels campus wide. They must submit a schedule and corrective action plan. PPE required and may have to clean out panels as needed
Cañada College	7 - MAINTENANCE CENTER	Post indicator valve (PIV) inspection / operation	Engineering	Preventive Maintenance	1 month	PIV Inspection - inspect and operate PIV. PLACE SYSTEM IN TEST BEFORE OPERATING.  Remove lock and rotate handle till display reads closed. Check for leaks and clearances
Cañada College	7 - MAINTENANCE CENTER	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	7 - MAINTENANCE CENTER	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - inspect overall condition of roof and make repairs as needed. Inspect skylights and check for leaks. Remove debris from gutters and drains. Check condition of flag pole rope and repair as needed.
Cañada College	7 - MAINTENANCE CENTER	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Exhaust Fans - Inspect belts and lube.
Cañada College	7 - MAINTENANCE CENTER	Oil Separator	Engineering	Preventive Maintenance	6 month	Oil Separator - inspect and clean
Cañada College	7 - MAINTENANCE CENTER	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	7 - MAINTENANCE CENTER	Genie Yearly Certification	Engineering	Preventive Maintenance	1 year	Genie Certification - schedule inspection of all lifts on campus
Cañada College	7 - MAINTENANCE CENTER	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	7 - MAINTENANCE CENTER	Custodial Flashlight Monthly Check	Custodial	Preventive Maintenance	1 month	Custodial Flashlight Monthly Check - Remind the teams to check the batteries in their flashlights.
Cañada College	7 - MAINTENANCE CENTER	Auto Scrubber Inspection (Campus Wide)	Custodial	Preventive Maintenance	1 month	Top to bottom inspect. Cleanliness. Battery Water Levels. Squeegee condition. Cleaned weekly by custodian. Do not leave standing water at any time.
Cañada College	8 - ADMINISTRATION	Fire Extinguisher and eye wash inspection	Engineering	Preventive Maintenance	1 month	Inspect all Fire extinguishers and test eye wash in building
Cañada College	8 - ADMINISTRATION	Monthly Inspection on Nissan	Engineering	Preventive Maintenance	1 month	Monthly Inspection on Nissan - check fluids, air and lights.
Cañada College	8 - ADMINISTRATION	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	8 - ADMINISTRATION	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Inspect overall condition of roof and repair as needed. Remove debris and clear drains. Check windows for leaks and damage. Spray down windows if needed.
Cañada College	8 - ADMINISTRATION	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Tall extension ladder needed Exhaust Fans - Inspect belts and lube
Cañada College	8 - ADMINISTRATION	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	8 - ADMINISTRATION	Mechanical Room Inspection	Engineering	Preventive Maintenance	1 month	Mechanical Room Inspection - inspect mechanical room for cleanliness. Visual inspection of equipment.
Cañada College	8 - ADMINISTRATION	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.

Cañada College	8 - ADMINISTRATION	Monthly generator run/inspection	Engineering	Preventive Maintenance	1 month	Monthly generator run/inspection. Run generator for 30 mins, enter log, check fluids and leaks.
Cañada College	9 - LIBRARY/ LRC	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Fire extinguisher - inspect and sign
Cañada College	9 - LIBRARY/ LRC	lube AHU 1&2, Inspect electrical rooms.	Engineering	Preventive Maintenance	1 month	AHU 1&2 - lube and inspect grease fittings on both units. Inspect louvers and clean as needed.
Cañada College	9 - LIBRARY/ LRC	add trap primer to sprinkler discharge drain	Engineering	Preventive Maintenance	1 month	Add trap primer solution to the sprinkler discharge
Cañada College	9 - LIBRARY/ LRC	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	9 - LIBRARY/ LRC	PIV test	Engineering	Preventive Maintenance	1 month	PIV Test - place system on test and exercise
Cañada College	9 - LIBRARY/ LRC	Split System Inspection	Engineering	Preventive Maintenance	1 month	Split System Inspection - Clean filters, reset if needed.
Cañada College	9 - LIBRARY/ LRC	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Exhaust Fans - Inspect belts and lube
Cañada College	9 - LIBRARY/ LRC	HVAC Service	Engineering	Preventive Maintenance	3 month	HVAC Service - Lube and inspect grease fittings on both AHU units. Inspect louvers and clean as needed.
Cañada College	9 - LIBRARY/ LRC	HVAC Inspection	Engineering	Preventive Maintenance	1 month	HVAC Inspection - Visual inspection of the units.
Cañada College	9 - LIBRARY/ LRC	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	9 - LIBRARY/ LRC	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Inspect overall condition of roof and make repairs as needed. Remove debris from drains and roof surface. Confirm if up lights are working and primex antenna is secured.
Cañada College	9 - LIBRARY/ LRC	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	12 - PONY EXPRESS CAFE	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Inspect overall condition of the roof and make repairs as needed. Remove debris and clear drains.
Cañada College	12 - PONY EXPRESS CAFE	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	Please let the Pony Espresso staff know if you are working on the roof.
Cañada College	13 - ACADEMIC CLASSROOM	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	13 - ACADEMIC CLASSROOM	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Fire Extinguisher Inspection - check for dust, level, nozzle, sign tag
Cañada College	13 - ACADEMIC CLASSROOM	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	13 - ACADEMIC CLASSROOM	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure
Cañada College	13 - ACADEMIC CLASSROOM	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms
Cañada College	13 - ACADEMIC CLASSROOM	HVAC Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Check roof for cleanliness and clear debris from drains.
Cañada College	13 - ACADEMIC CLASSROOM	HVAC Service	Engineering	Preventive Maintenance	3 month	HVAC Inspection - Visual inspection of the units.
Cañada College	13 - ACADEMIC CLASSROOM	Exhaust Fans - Inspect belts and lube	Engineering	Preventive Maintenance	1 month	HVAC Service - Lube and inspect grease fittings on AHU unit. Inspect louvers and clean as needed.
Cañada College	13 - ACADEMIC CLASSROOM	Split System Inspection - Clean filters, reset if needed.	Engineering	Preventive Maintenance	1 month	Exhaust Fans - Inspect belts and lube
Cañada College	13 - ACADEMIC CLASSROOM	PIV Test - place system on test and exercise.	Engineering	Preventive Maintenance	1 month	Split System Inspection - Clean filters, reset if needed.
Cañada College	16 - SCIENCE	Mechanical Room Inspection	Engineering	Preventive Maintenance	1 month	PIV Test - place system on test and exercise.
Cañada College	16 - SCIENCE	Fire Extinguisher and Eye Wash Inspection	Engineering	Preventive Maintenance	1 month	Mechanical Room Inspection - inspect mechanical room for cleanliness. Visual inspection of equipment.
Cañada College	16 - SCIENCE	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Fire Extinguisher and Eye Wash Inspection - flush eye wash station, inspect for leaks and sign inspection card. Eye wash stations located on multiple floors and locations in B16
Cañada College	16 - SCIENCE	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	16 - SCIENCE	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Roof and Drain Inspection - Inspect overall condition of roof and make repairs as needed. Remove debris and clear drains.
Cañada College	16 - SCIENCE	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Exhaust Fans - Inspect belts and lube
Cañada College	16 - SCIENCE	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	17 - SCIENCE	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	17 - SCIENCE	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Fire Extinguisher Inspection - inspect and sign tag
Cañada College	17 - SCIENCE	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	17 - SCIENCE	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Roof and Drain Inspection - Inspect overall condition of roof and make repairs as needed. Remove debris and clear drains.
Cañada College	17 - SCIENCE	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Exhaust Fans - Inspect belts and lube
Cañada College	17 - SCIENCE	Mechanical Room Inspection	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	17 - SCIENCE	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	Mechanical Room Inspection - inspect mechanical room for cleanliness. Visual inspection of equipment.
Cañada College	18 - SCIENCE	Mechanical Room Inspection	Engineering	Preventive Maintenance	1 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	18 - SCIENCE	Fire Extinguisher and Eye Wash Inspection	Engineering	Preventive Maintenance	1 month	Mechanical Room Inspection - inspect mechanical room for cleanliness. Visual inspection of equipment.
Cañada College	18 - SCIENCE	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Fire Extinguisher and Eye Wash Inspection - flush eye wash station, inspect for leaks and sign inspection card. Eye wash stations are in multiple locations and floors in B18
Cañada College	18 - SCIENCE	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable

Cañada College	18 - SCIENCE	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Inspect overall condition of roof and make repairs as needed. Remove debris and clear drains.
Cañada College	18 - SCIENCE	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Exhaust Fans - Inspect belts and lube
Cañada College	18 - SCIENCE	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	18 - SCIENCE	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	19 - MODULAR 19	Fire Extinguisher and eye wash inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher - inspect and sign
Cañada College	19 - MODULAR 19	Meter Reading - B3, 5 and 19	Engineering	Preventive Maintenance	1 month	Meter Reading - read meters and provide information to Tatiana. Meters are located in Building 3 (Verizon), Building 5 (Sprint) and the Building 19.
Cañada College	19 - MODULAR 19	PM service on AC1 & 2	Engineering	Preventive Maintenance	6 month	PM service on AC1 & 2 - Inspect and run ac units. Replace belts, filters and parts as needed. Remove debris, check alignment on moving parts (belts, pulleys and blades) and lube as required. Clean return and supply ducts.
Cañada College	19 - MODULAR 19	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	19 - MODULAR 19	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Inspect overall condition of roofs and make repairs as needed. Remove debris, clear gutters and clear downspouts.
Cañada College	19 - MODULAR 19	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	20 - MODULAR 20	Fire Extinguisher and eye wash inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher and eye wash inspection
Cañada College	20 - MODULAR 20	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	20 - MODULAR 20	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Inspect overall condition of roofs and make repairs as needed. Remove debris, clear gutters and clear downspouts.
Cañada College	20 - MODULAR 20	PM service on AC1 & 2	Engineering	Preventive Maintenance	6 month	PM service on AC1 & 2 - Inspect and run ac units. Replace belts, filters and parts as needed. Remove debris, check alignment on moving parts (belts, pulleys and blades) and lube as required. Clean return and supply ducts.
Cañada College	20 - MODULAR 20	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	21 - MODULAR 21	Fire Extinguisher and Eye Wash Inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher and Eye Wash Inspection
Cañada College	21 - MODULAR 21	PM service AC1 & 2, Exhaust Unit	Engineering	Preventive Maintenance	6 month	PM Service AC 1 & 2 and Exhaust Unit - inspect and run AC units 1 & 2. Check operations and alignment of running gear. Replace filters and belts as needed. Clean supply and return ducts. Remove debris from area.
Cañada College	21 - MODULAR 21	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	21 - MODULAR 21	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Inspect overall condition of roofs and make repairs as needed. Remove debris, clear gutters and clear downspouts.
Cañada College	21 - MODULAR 21	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	22 - PUBLIC SAFETY/MULTIMEDIA	Fire Extinguisher and Eye Wash Inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher and Eye Wash Inspection
Cañada College	22 - PUBLIC SAFETY/MULTIMEDIA	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	22 - PUBLIC SAFETY/MULTIMEDIA	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Inspect overall condition of roof and make repairs as needed. Remove debris and clear drains. Touch up paint on parapet walls.
Cañada College	22 - PUBLIC SAFETY/MULTIMEDIA	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Exhaust Fans - Inspect belts and lube
Cañada College	22 - PUBLIC SAFETY/MULTIMEDIA	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	22 - PUBLIC SAFETY/MULTIMEDIA	Myers System Inspection	Engineering	Preventive Maintenance	3 month	Myers System - check batteries and take voltage readings
Cañada College	22 - PUBLIC SAFETY/MULTIMEDIA	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	23 - SCIENCE & TECHNOLOGY	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	23 - SCIENCE & TECHNOLOGY	Dryer Rotation	Engineering	Preventive Maintenance	1 month	Conduct PM service on compressor. Switch compressor dryer and diverters.
Cañada College	23 - SCIENCE & TECHNOLOGY	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher Inspection - Inspect and sign off on all fire extinguishers
Cañada College	23 - SCIENCE & TECHNOLOGY	Exhaust Fans	Engineering	Preventive Maintenance	3 month	Exhaust Fans - Inspect belts and lube
Cañada College	23 - SCIENCE & TECHNOLOGY	Inspect Electrical Rooms	Engineering	Preventive Maintenance	1 month	Inspect Electrical Rooms - Check storage and clearance requirements. Ensure the room is clean.
Cañada College	23 - SCIENCE & TECHNOLOGY	Mechanical Room Inspection	Engineering	Preventive Maintenance	1 month	Mechanical Room Inspection - inspect mechanical room for cleanliness. Visual inspection of equipment.
Cañada College	23 - SCIENCE & TECHNOLOGY	Roof and Drain Inspection	Engineering	Preventive Maintenance	1 month	Roof and Drain Inspection - Check roof for cleanliness and clear debris from drains.
Cañada College	23 - SCIENCE & TECHNOLOGY	Compressor Inspection	Engineering	Preventive Maintenance	1 month	Compressor Inspection - visual inspection of vacuum pump and compression. Floors 2 and 3.
Cañada College	23 - SCIENCE & TECHNOLOGY	Myers System Inspection	Engineering	Preventive Maintenance	3 month	Myers System - check batteries and take voltage readings
Cañada College	23 - SCIENCE & TECHNOLOGY	HVAC Inspection	Engineering	Preventive Maintenance	1 month	HVAC Inspection - Visual inspection of the units.
Cañada College	23 - SCIENCE & TECHNOLOGY	HVAC Service	Engineering	Preventive Maintenance	3 month	HVAC Service - Lube and inspect grease fittings on AHU unit. Inspect louvers and clean as needed.

Cañada College	23 - SCIENCE & TECHNOLOGY	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	24 - OBSERVATORY	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	26 - GROUNDS	Grounds ADA Path of Travel Inspection	Grounds	Preventive Maintenance	6 month	Grounds ADA Path of Travel Inspection - Walk the exterior ADA Path of Travel to ensure that the vegetation is not blocking any of the walkways. Trim if necessary.
Cañada College	27 - VEHICLE STORAGE 7A	Generator Monthly	Engineering	Preventive Maintenance	1 month	Generator Monthly - Run up to running temperature. Check oil, gas, battery and coolant. Fill out log book.
Cañada College	30 - POWER HOUSE	Inspect and Clean Electrical Room	Engineering	Preventive Maintenance	1 month	Inspect and Clean Electrical Room - inspect and clean electrical room - replace light bulbs as needed
Cañada College	30 - POWER HOUSE	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	30 - POWER HOUSE	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	31 - BB PRESS BOX	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher Inspection
Cañada College	31 - BB PRESS BOX	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	32 - TENNIS COURTS RESTROOMS	Tennis Court Sewage Pump Inspection	Engineering	Preventive Maintenance	1 month	Sewage Pump Inspection
Cañada College	32 - TENNIS COURTS RESTROOMS	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher Inspection - inspect fire extinguisher in coaches office and sign off tag
Cañada College	32 - TENNIS COURTS RESTROOMS	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	32 - TENNIS COURTS RESTROOMS	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	33 - TEAM HOUSE 1	Replace water filter	Engineering	Preventive Maintenance	1 year	Replace water filter and check for leaks and operation
Cañada College	33 - TEAM HOUSE 1	PM AC Unit	Engineering	Preventive Maintenance	6 month	PM AC Unit - Service AC unit for Team Room and ITS closet
Cañada College	33 - TEAM HOUSE 1	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher Inspection - inspect and sign off tag
Cañada College	33 - TEAM HOUSE 1	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	33 - TEAM HOUSE 1	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	34 - TEAM HOUSE 2	PM AC Unit	Engineering	Preventive Maintenance	6 month	AC Unit Service
Cañada College	34 - TEAM HOUSE 2	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher Inspection - inspect and sign off tag
Cañada College	34 - TEAM HOUSE 2	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	34 - TEAM HOUSE 2	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	35 - TEAM HOUSE 3	Path of Travel Inspection (Egress)	Engineering	Preventive Maintenance	1 month	Path of Travel Inspection (Egress) - inspect, clear and confirm main path of egress in buildings are free of obstructions. This includes but not limited to inspecting exit signage, emergency lights, swing and door closing operations, remove door wedges/stops on egress doors, inspect electronic door holds and check egress doors for excessive gapping. Test lock down devices and confirm working properly if applicable
Cañada College	35 - TEAM HOUSE 3	Fire Extinguisher Inspection	Engineering	Preventive Maintenance	1 month	Fire Extinguisher Inspection - inspect and sign off tag.
Cañada College	35 - TEAM HOUSE 3	PM AC Unit	Engineering	Preventive Maintenance	6 month	AC Unit Service
Cañada College	35 - TEAM HOUSE 3	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	36 - LAUNDRY SHED	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure	Engineering	Preventive Maintenance	6 month	ADA Barrier Mitigation - Adjust Door Closers for Speed and Pressure - Inspect and test all doors - make adjustments as necessary.
Cañada College	36 - LAUNDRY SHED	Laundry Discharge Tank - Clean debris and deodorize	Engineering	Preventive Maintenance	1 month	Laundry Discharge Tank - clean debris and deodorize