

## Example Monthly Maintenance

**Maintenance Schedule For:**

**Monthly Maintenance Checklist:**

TASK	INITIAL & DATE	COMMENTS
Change HVAC filters		
Check landscaping and be sure to remove vegetation from against the building		
Call Sonitrol at <del>843-747-0984</del> to ensure that security system is running properly		
Confirm that Atlantic Pest <del>843-755-4010</del> has completed monthly pest control		
Run heat and A/C systems		
Check and maintain all systems in storage spaces and basement		
Replenish stock of supplies (lightbulbs, trash bags, cleaning materials, etc....)		
Run all appliances (sinks, microwaves, toilets, televisions, etc....)		
Check log sheet to ensure that Southern Eagle cleaned the Keg Cooler lines		
Check defibrillators and order necessary supplies		