

MAINTENANCE SCHEDULE RANCH CENTRAL

MANOLITO

EVERYDAY

- Dumpster is checked for blown trash
- Fuel tanks are visually checked for leaks
- Equipment and vehicles are checked visually for low tires
- Roads are checked for wash outs
- North gate entrance is checked
- Ranch is checked for coyotes
- Visual check of gun cabinet
- Work on any pending projects
- Clean workshop
- Check heater in bunkhouse

DATE _____

SIGNATURE _____

WEEKLY SCHEDULE

- Pick up trash
- Compact Dumpster
- Check and Clean Guns
- Check front entrance for weeds and trash
- Check lighting

DATE _____

SCHEDULE _____

EVERY TWO WEEKS

- Check equipment for 100hr oil change
- Check recreational vehicles for 25-50hr oil change
- Check vehicle fluid levels
- Conduct preventative maintenance
- Runway is checked for gophers and weeds. Apply chemical treatment if necessary
- Mouse poison is put down in log cabin, guest lodge and yurt
- Check all vehicles for pens, paper and bottled water
- Make sure that telephones are working in tall vehicles
- Level driveways and walkways
- Check gun and ammunition inventory
- Grade fuel and dumpster area
- Clean and detail all vehicles

DATE _____

SIGNATURE _____

ONCE A MONTH (15TH)

- Change filters at pump station
- Compact garbage
- Change A/C filter in bunkhouse
- Check all ranch lighting. Replace light bulbs if necessary
- Check sensors on cars and front gate
- Change bunkhouse heater filters
- Check gun cabinet
- Clean garages at Ranch Central
- Run fire truck
- Run foam trailer
- Run main house vehicles
- Grade all vehicles
- Grade all roads
- Hanger must be swept
- Check all vehicles for 3000-4000 mile oil change
- Clean out the bunkhouse water heater room
- Check all fire extinguishers
- Check oxygen bottles
- Weed control and grading of gravel pit
- Weed control at front gate
- Level driveways and walking paths

- ❑ Clean out garages
- ❑ Switch out dumpster

DATE _____

SIGNATURE _____

EVERY THREE MONTHS

- Test foam packs. Order foam if necessary

DAILY _____

SIGNATURE _____

SPRING MAINTENANCE (May 15th)

- Check to see if sprinklers are operational. Repair if necessary
- Test all A/C units
- Set sprinkler timers that are located in the vault next to the wood shop. The amount of watering depends on the rainfall.
- Mow lawns
- Weed Wack
- Change all swamp cooler pads
- Trim trees
- Clean out coverts

DATE _____

SIGNATURE _____

WINTER MAINTENANCE (OCTOBER 15TH)

- Check ice melt, shovels, emergency supplies
- Check all vehicles for emergency kits
- Turn all heaters on in the pump house
- “Winterize” water truck
- Put ice melt around ranch central if needed when it snows
- Plow snow if needed
- Shovel walkways and front gate as needed
- Turn on heaters in pump houses
- Check all weather stripping in windows and doors
- Check firewood supplies

DATE _____

SIGNATURE _____

CHECK EVERY SIX MONTHS

Manolito

DECEMBER

(Check list to be completed and signed by the 28th June)

- Toilets – check for leaks in flushing mechanism; repair if necessary
- Washing machines and dryers - clean water inlet filters; check hoses for leaks and replace if necessary
- Hot water heating systems – lubricate circulating pump and motor
- Wiring – check for frayed cords and wires, repair if needed
- Drain waste and vent system – flush out system
- Garage doors – Clean and lubricate hinges, rollers and tracks; tighten screws.
- Chimneys – Clean and check chimneys are in good working order

DATE _____

SIGNATURE _____

CHECK EVERY SIX MONTHS

Mike

DECEMBER

(Check list to be completed and signed by the 28th June)

- Interior caulking** - inspect caulking around bathtubs, shower and sinks; replace if necessary
- Refrigerators** – Wash and check door gasket; clean condenser coils with a gentle brush
- Range hood fans** – wash fan blades and housing
- Foundation** – check for cracks and moisture; repair if necessary
- Roof** – Inspect roof surface; repair if necessary
- Gutters and down spout** – Clean out, inspect and repair weaknesses; check for proper drainage and adjust if necessary
- Exterior caulking** – inspect and replace if needed
- Window sills, door sills, and thresholds** – fill cracks, caulk edged and repaint

DATE _____

SIGNATURE _____