

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

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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 _____

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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 _____

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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 _____

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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 _____

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