



Creating Your Own Routine PM Database Part 2—Interior & Exterior

We are continuing with our discussion about creating a database for routine preventive maintenance (PM). Following our August discussion about mechanical and electrical systems within a facility, this month's focus is on building interiors and building exteriors.

You may remember that we discussed, "[A Security Walk Around](#)" in the Facility Management column of the July 2020 issue of *Focus on Facilities*. Well routine PM tasks include a maintenance person performing "walk-arounds" a select few times a year with a checklist of potential areas of maintenance concern. This initiative is part of the creation of an interior-exterior database management first step.

Beginning with defining the routine maintenance mindset is Step 1: Management. Like so many other responsibilities, development of a PM database must be based on reasons to perform the work so that it is cost-effective. There are some mechanical and electrical tasks in facility management that may suggest a "run until it breaks" scenario e.g., an inexpensive circulator that has a replacement cost less than if a PM work order was scheduled for a technician to service it semi-annually. Quite often interior and exterior components e.g., fading paint color on a conference room wall could be classified as a "run until it breaks" or in this example, do nothing until occupants complain about how dreary the room looks and needing a fresh coat of paint.

The alternative to cost-effective is to invest little to nothing in paying for the materials and labor to complete a building PM work order. The results of "do-nothing" can be a cost premium to repair or replace an interior component at a much later date. An example of this is a ceiling that is showing signs of deterioration. The proactive approach to avoid this problem before it leads to further damage requiring major ceiling repair if left unattended. Again, in most interior-exterior cases, the "walk around" may be the optimum approach but, it



is imperative that these facility tours be scheduled a few times a year, e.g., quarterly, semi-annually, or annually.

What do we classify as building interior requiring routine maintenance? Here are a few to include in the database:

- Elements that "fade" out, such as walls that are covered with wallpaper or that have been painted. Ceiling, room trim, and floors can all fade over time and should be included in the database but not necessarily designated to be inspected annually.
- Elements that wear out, such as stair treads, rugs, and wall-to-wall carpet. These elements should be inspected as part of the PM program semi-annually to ensure they are in good condition and do not pose a safety concern.
- Refer to mechanical and electrical database, not part of this discussion, but influences the interior

space, e.g., light bulb replacement, room smoke detectors, etc.

- Routine cleaning that does not fall under the daily housekeeping tasks, such as cleaning wall mirrors. This “walk around” checklist, when performing an interior PM work order, can catch deficiencies within the facility.
- Elements such as a doorknob that routinely swings open can result in the wall being damaged. Other components in this PM work order category are curtains and window blinds. Each of these observations are intended to assist in maintaining a clean and safe environment.

This interior PM database should be separated into three categories: (1) housekeeping, (2) scheduled walk-around routine maintenance, and (3) unscheduled maintenance repair or replace categories. This way nothing gets overlooked because the database was not organized correctly, assigning each task to one of the three categories. Also refer to the October 2020, *Focus on Facilities* Facility Management column “[Annual Building Maintenance Checklist](#)” to further contribute to the database development.

What do we classify as building exterior requiring routine maintenance? Here are a few to include in the database:

- Elements that “fade” out, such as exterior siding and doors that have been not been painted in several years. Undersides of porch or deck overhand can also fade over time and should be included in the database and designated to be inspected annually.
- Elements that wear out, such as entrance steps, stair treads, and handrails. These elements should be inspected as part of the PM program semi-annually to ensure they was in good condition and do not pose a safety concern.
- Components that don’t stand up to the weather, such as painted wooden window trim that may peel and the windows themselves that require cleaning a few times a year. These should be part of a “exterior walk around” checklist when performing a scheduled PM work order.

- Elements that are damaged, such as rain downspouts and cracked exterior glass pane in an exterior window should be documented in the PM work order database.

Continuous record-keeping of the scheduled and unscheduled work orders should have their place in this facility maintenance management database with a proactive emphasis on scheduled maintenance versus unscheduled. The purpose of regularly scheduled maintenance of interior and exterior components, even if it is completed once a year, will contribute to extending the useful service life of the material(s). Cosmetic maintenance enhancements, such as newly painted walls and ceilings can contribute to a better working environment that will have a positive influence on many, if not all occupants.

For additional *Focus on Facilities* columns to cross reference with this column that are integral with creating and maintaining a database please go to:

Asset Management:

[September 2019, Seasonal Maintenance-Why It Is Done](#)

[October 2019, The Four Types of Maintenance](#)

[November 2020, Creating a Deferred Maintenance Plan](#)

For more information:
facilities@dioceseofcleveland.org

