

CLEAN AIR NORTH GROUP  
MONTHLY FACILITY CLEANING AND MAINTENANCE REQUIREMENTS  
**PLEASE CHECK THE APPROPRIATE BOX BELOW AFTER EACH TASK IS COMPLETED**

	<sup>1</sup> A/C SERVICE	<sup>2</sup> CHANGE ALL A/C FILTERS	<sup>3</sup> CHANGE ALL CLOCK BATTERIES	<sup>4</sup> CHECK FIRE EXTINGUISHER PRESSURE	<sup>5</sup> TEST EMERGENCY EXIT LIGHTS	<sup>6</sup> CARPET STEAM CLEANED	CLEAN WINDOWS & WINDOW SILLS	VACUUM CARPET	RESTROOMS CLEANED & <sup>7</sup> SANITIZED	KITCHEN & KITCHEN FLOOR CLEANED	DUST MINI BLINDS, BOOKSHELVES, BASEBOARDS, & FANS	NOTES
JANUARY		<input type="checkbox"/>						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
FEBRUARY						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
MARCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
APRIL						<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
MAY		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
JUNE						<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
JULY		<input type="checkbox"/>						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
AUGUST						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
SEPTEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
OCTOBER						<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
NOVEMBER		<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
DECEMBER						<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

= Denotes the number of times during the month indicated.

*The above service opportunities may be performed anytime!*

Note: Members and their spouses are encouraged to help the Group Facilitator with cleaning tasks whenever possible.

<sup>1</sup> For A/C Service contact J. Scott at (214) 244-9532 or Kahn Mechanical Contractors at (214) 631-1010.

<sup>2</sup> There is one ceiling return air vent filter in the main meeting room and one ceiling return air vent filter in the back room.

<sup>3</sup> All clocks are self-setting atomic clocks and will automatically sync with a time server, so no need to manually set the time. It may take up to an hour for syncing to occur.

<sup>4</sup> For Fire extinguisher service contact Dallas Fire Extinguisher Service at (469) 212-4894.

<sup>5</sup> To test the emergency exit lights, simply disconnect power to the circuit(s) at the electrical panel. Lights and exit signage should remain illuminated and on standby battery power for a minimum of 5 minutes.

<sup>6</sup> The carpets are to be professionally cleaned every 2 months, or as determined by the Group Conscience.

<sup>7</sup> Effective germ-killing methods must include the use of bleach or products containing bleach. Pine-sol may be used if full strength (undiluted).