Start Time:\_\_\_\_\_\_\_\_\_\_\_\_ Finish Time:\_\_\_\_\_\_\_\_\_\_\_\_ Total Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Wedding Venue Weekly Maintenance List**

**THESE ITEMS ARE TO BE DONE IN ORDER. Please do not skip around. Visually inspect each item. Write your initials on the line to the left each item when job is finished, or if it does not need attention. Take a picture at the end of the day of this checklist with start and end times and text to \_\_\_\_\_\_\_\_\_\_\_**

**LIST #1 - WEEKLY**

* Check pond water level. Check weather forecast. Start fill if needed.
* Touch up paint on all walls in all rooms in banquet hall, chapel, and chapel benches.
	+ Touch up paint on all base boards inside buildings.
	+ Touch up paint trim around all doors.
	+ Touch up paint table in buffet room.
	+ Touch up paint or stain on all doors for both buildings, inside and out. Clean swinging kitchen door kick plate. Touch up paint exterior door thresholds.
	+ Check all black flower boxes for grass clippings stuck to sides. Spray off.
	+ Pull grass and spray grass killer along walkways.
	+ Pull grass growing through synthetic grass area, along edges and spray grass killer. Always check synthetic grass area for excessive leaves or debris and pick up.
	+ Pull grass growing through flagstone area and spray grass killer (in front of synthetic grass).
	+ Check all flower beds and pull weeds as needed.
	+ Spray grass killer in drive-way and parking lot. Check for grass growing through privacy fence.
	+ Apply ant killer to any mounds.
	+ Look in the apartment for any folding brown chairs. Clean the white cushions or replace with new cushions if they won’t come clean.
	+ Clean the black iron front door and apply touch up paint (flat black spray paint). WD-40 the hinges and door closers.
	+ Add a coat or two of **clear coat** spray paint to front door knob.
	+ Clean and shake out all floor mats. There should be a total of 6 (inside building and out).
	+ Check the horse shoe pits to make sure there was no grass coming through, rake sand, horseshoes should be visible and inside the pits leaning up against the stakes.
	+ Check both generators. Chapel generator for a green light on side. Lift lid for banquet generator to look for error messages.
	+ Check propane in heaters on back patio (cool months).
	+ Remove all spiders and spider webs on all buildings.
	+ Walk the fence line on all fences. Check that all fence boards are secure.
	+ Make sure all exterior lights are working. Check gazebo lights, each bulb. Check sidewalk and walkway light bulbs. Check every bulb on back patio for main building.
	+ Check all lightbulbs in every room inside both buildings.
	+ Check chandelier bulbs in banquet hall to make sure nothing is burned out.
	+ Check to make sure all air-conditioning units are set to 78° if no one is at the venue.
	+ Check the pond for algae growth. If algae begins to grow, the algaecide needs to be applied. The treatment may need to be done for a couple of weeks in a row.
	+ Check the color of the water in the pond. Periodically color must be added. Not too much color. This also keeps down algae growth.
	+ Check white chairs on synthetic grass. When they start looking gray, spotted, dingy, put them in water tank by air conditioners and mix with chlorine. Set new chairs out from closet while those are cleaning.
	+ Clean the bottoms of sidewalk lamp posts, especially after a rain.
	+ Check pond fountain for height. If spray pattern is too low, tell Terry. It needs to be cleaned.
	+ Check white gutters for cleaning or mold remover.
	+ Check parking lot signs that they are not fallen or crooked. Straighten and reattach if needed.
	+ Check parking lot railroad ties, parking timbers and privacy fence boards. Make sure railroad ties are straight, parking timbers are not damaged and tied down with rebar. Repair privacy fence damage.
	+ Check trash rolling cart wheels - no flats, rolls correctly.
	+ Check safety tape on back patio.
	+ Clean off grass debris around all flower boxes and fence bottoms.
	+ Repair, clean, replace **ANYTHING** you see or you think needs maintenance (call or text \_\_\_\_\_\_ for a big job. For example, if you think the fences need to be re-stained around synthetic grass.

**Once a month list**

Initial

\_\_\_\_\_\_ WD40 springs and hinges on front door. Wipe clean and check for squeaking.

\_\_\_\_\_\_\_ Rake driveway pulling gravel from high spots to low spots, especially at parking lot turn in.

\_\_\_\_\_\_\_ Clean grease out of grinder pump and check float.

\_\_\_\_\_\_\_ Open lid on main septic tank and clear/check inlet for blockages.

\_\_\_\_\_\_\_ Add septic enzymes.

\_\_\_\_\_\_\_ Check all faucets for spraying uniform. Clean filters if needed.

\_\_\_\_\_\_\_Flush the beer lines on the kegerator.

\_\_\_\_\_\_\_ Check for algae growth or dark areas on siding of buildings. Clorox and clean with extension pole.

\_\_\_\_\_\_\_ Pressure wash all sidewalks and patios.

\_\_\_\_\_\_\_ Spray for insects inside all perimeters of all rooms and along perimeter of exterior buildings.

\_\_\_\_\_\_\_ Clean outdoor chandeliers on front porch

\_\_\_\_\_\_\_ Clean gazebo lights.

\_\_\_\_\_\_\_Touch up or re-paint all fences.

\_\_\_\_\_\_\_Touch up or re-paint all flower boxes.

\_\_\_\_\_\_\_ Re-seal cedar flower boxes as needed.

­­­\_\_\_\_\_\_\_ Check for mold and algae up high on back of banquet building. Clean using extension pole.

\_\_\_\_\_\_\_ Check and touch up paint on the entire outside of both buildings.

\_\_\_\_\_\_\_ Check black mulch and add to flower boxes as needed.

\_\_\_\_\_\_\_Check all wooden decks and look for peeling and areas that need to be sanded stained and sealed.

\_\_\_\_\_\_\_Check wooden beams on front patio, chapel, and back patio for resending staining and sealing.

\_\_\_\_\_\_\_Check all toilet seats inside building in all bathrooms. Make sure they are tight and centered.

\_\_\_\_\_\_\_Check bathrooms and sink areas for calcium scale buildup.

\_\_\_\_\_\_\_Check the garbage cart and make sure the wheels are in good shape and is working. Pick up any excess trash no matter how small around dumpster area.

\_\_\_\_\_\_\_Turn on sprinkler zones one at a time and check to make sure they are spraying properly and covering all areas. Watch for dead grass or extra wet areas where sprinklers may need to be adjusted.

\_\_\_\_\_\_\_Check and clean all security cameras for cobwebs.

\_\_\_\_\_\_\_Check photo eye on front gate to make sure it is clean and is hitting the reflector properly.

\_\_\_\_\_\_\_Make sure the front gate is not sagging leaning or dragging the ground. Check front gate for smooth operation.

\_\_\_\_\_\_\_Check the black fountain base in the pond to make sure the black spout is clean. Boat is in the woods.

\_\_\_\_\_\_\_Every three months all of the air filters and all air-conditioning units must be changed.

\_\_\_\_\_\_\_Check all outside air conditioner condensing units for plant growth or ants that need to be sprayed and killed.

\_\_\_\_\_\_\_Keep materials and tools from accumulating in apartment and move into shed. Only keep a few necessary things on small cart by door.

\_\_\_\_\_\_\_Winter rye grass needs to be seated everywhere in late October. Probably 10 bags.

\_\_\_\_\_\_\_Once every year, the zinc diode in the fountain needs to be checked. It may need to be replaced.

**QUARTERLY:** *(All underlined are not on the weekly/biweekly/monthly lists)*

* Replace all A/C filters in both buildings. Notify \_\_\_\_\_\_ when it’s time to re-order.
* Power wash
* Chair stain touchups
* Clean awnings
* Clean or power wash white eaves on front patio
* Drywall repair
* Check all door thresholds for painting.
* Paint touch ups on all fences/parking dividers/flower-boxes
* Repaint outdoor black metal railings
* Front gate, mailbox, and front sign touch ups
* Repaint all outdoor benches and check patio furniture
* Clean all fabric furniture
* Clean all china and dishes
* Repaint grooms porch
* Re-stain chapel steps and porch
* Re-stain/seal gazebo floor (use ready seal).
* Windex lamppost glass and repaint tops as needed and touch up paint on posts and crossbars
* Repaint baseboards
* Clean lanterns/decor in decor closet and shop vac the room
* Weed flower beds
* Mop and polish chapel floor
* Check and touch up both bathroom stalls.
* Check horse shoes for any needed painting.

**Monthly:**

* Septic
* Wash Windows
* Add sand to horse shoe pits
* Clean office
* Fence/divider/flower-boxes/railing touch ups
* Shop vac under kitchen and bar cabinets and vacuum window sills
* Clean lanterns/decor in decor closet and shop vac the room
* Dust vents
* Weed flower beds

**Bi-weekly:**

* Mop and polish chapel floor
* Rake artificial turf
* Repaint small (icicle colored) table
* Repaint baseboards in room that’s in the worst shape
* Vacuum and spray off to deep clean floor mats

**Weekly:**

* Clean trash cart
* Clean baseboards
* Polish flower pots front porch
* Vacuum chapel and window sills as needed

**Paint colors, Stains, and Rooms**

**“Passive Grey”** - Groom’s room, men’s bathroom, kitchen.

**“Hot Chocolate”** - Bar

**“Mushroom”** – Men’s and Women’s bathroom partitions.

**“Icicle”** – Bride’s room, women’s bathroom, Buffet table.

**“White cotton”** – large banquet room, baseboards, entry foyer, doors and door trim. Inside chapel, chapel benches.

**“Duration super white”** – Exterior Banquet Building.

**“Behr ultra premium plus pure white”** – Exterior Chapel.

**“Tricorn Black”** (5 gallon Super paint or 1 gallon A-100) – All fencing (except tall privacy fence), fence on left and right side of synthetic grass. NOT the two arbors at synthetic grass, all flower boxes.

**Dark Walnut Minwax stain** – tall privacy fence, gazeebo floor, front and back decks on chapel, beams on front of banquet building, arbor on back patio, back doors of banquet building, synthetic grass arbors.

**Early American Minwax stain** – front patio cover ceiling decking and ceiling inside banquet hall.

**Flat black spray paint** – front door on banquet hall.

**Glossy black spray paint** – sidewalk lamp posts. Synthetic grass lamp post.