

## PREVENTATIVE BUILDING MAINTENANCE WORK CHECKLIST



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### WANT TO CONTRIBUTE?

If you would like to share a story or contribute to Paragon Services Engineering's monthly newsletter. Please contact Angela at

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*Preventative building maintenance is the collection of tasks that maintenance workers perform in order to prevent problems from occurring in the building's where they work. The most effective way to carry out this responsibility is to create a checklist of all chores that must be done for appearance, safety, energy savings, and to ensure that equipment runs properly and does not wear out prematurely. The checklist will help you plan ahead for the necessary chores, ensure that your efforts are structured and effective, and prevent the possibility of a task being overlooked.*

### BUILDING COMPONENTS

To create a checklist, develop a list of all the building components. That means taking inventory of the different parts, or structures, of the building. Stairwells, staircases, rails, verandas, hallways, doors, windows, walls and roofs are all examples of building components. So too are HVAC systems, fire and safety equipment, elevators and electrical systems. It is

important for you and perhaps your manager to have a thorough understanding of all the different parts of the building so that nothing gets overlooked.

### CONDITIONS

A list of the building components is important. However, it is equally important to have a detailed description of the condition of those components. A list of building components and their conditions will have items that need fixing such as loosened railings, cracked windows, damaged walls, exposed wires, leaking roof areas, and damaged fixtures. However, this detailed assessment should also contain items that are in perfect working condition but still require periodic preventative maintenance, such as HVAC systems or fire extinguishers. A comprehensive checklist will give you a tool to track the health of your building components: what items are likely to get damaged or wear out; what you can do to prevent or fix any damage or extend the life of a component; and when to schedule all the tasks involved in upkeep.

### PRIORITIES

A detailed list of building components and conditions will help you

prioritize your preventative maintenance chores. That creates your plan of action. For example, if you work in an apartment complex, the problems that affect tenants, such as leaking roofs or sinks should be taken care of quickly. Any problem that could present danger, such as a loose railing, must be dealt with immediately. But your workweek will also include preventative maintenance tasks designed to eliminate these types of problems from occurring. If you perform a regular roof inspection, the chances of a leak happening, which would require immediate attention, is minimized. With your checklist, you will be able to develop a year-round schedule of all the tasks you will need to accomplish to ensure that appearances are maintained, equipment functions properly and problems are avoided.



# 25 YEARS OF SERVICE

Joel started his career in 1982 as operating engineer. His responsibilities included, but not limited to the operation and maintenance of systems in three high rise buildings, as part of six-man engineering staff for Pacific Mutual Insurance, Fashion Island.

In a pursuit to expand his career into to the operations and management side of engineering, he accepted a position with Orange County based engineering company as Operations Manager, with responsibilities for oversight of all day -to-day operations at multiple facilities and sites. In 1994 he left the operations position to take on another challenge, and be the Chief Engineer at Lakeshore Towers. He currently still holds that position at Lakeshore, with all the duties of a Chief, such as: managing all daily operations of mechanical, electrical, fire, life and safety, and plumbing systems for the facility. He provides and oversees service and maintenance of all building systems for three buildings totaling 775,000 sq. ft. of commercial office space, one million sq. ft. parking structure, 135,000 sq. ft. retail space, 15.2 acres outdoor common area with 1.6 million gallon natural lake. To accomplish this, he has implemented a comprehensive CMMS that enables the engineering teams to track the necessary tasks and frequencies to maintain all building systems within their design criteria.

In this current position, in addition to managing on-site engineering, he oversees and assists security, janitorial, and landscape teams. All buildings in the portfolio have been LEED Gold certified by the U.S. Green Building Council.

Presently, Joel is also a part of the redevelopment team at Lakeshore Towers site, which includes the development of two new buildings, and a renovation of approximately 6 acers of common areas to include a seven story parking structure with additional space for up to seven retail spaces and restaurants at ground level. All outdoor common areas are being redeveloped with new landscape, hardscape, and LED area lighting.

With the activation of all retail and restaurant space on the horizon, many evening amenities have been incorporated into this makeover: gaming area for corn hole and ping pong, an event lawn in the center of the complex. The event lawn/terrace will feature a 12 foot video screen/monitor, which will be used for movie nights, among other possible headliners. Farmers markets and other special events with headline outdoor activities. Other features include bocce ball terrace overlooking our lake where areas are staged with soft seating. WiFi connectivity and a system for campus-wide music streaming is also in the works.



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## Fire Regulations for Commercial Buildings

*Red painted curbs, brightly lit "Exit" signs, sprinkler systems—are all indications of a commercial building that adheres to fire regulations enforced by law. Commercial fire regulations exist to maintain the safety and well-being of building tenants in case of a fire emergency. Fire safety mandates have progressed over the decades, through research and error, to provide a secure environment for your business*

**FIRE SPRINKLERS:** One fire sprinkler must be located in every 150 square feet of building space throughout the commercial building. Every fire sprinkler must have a tag from a fire department official stating that it is fully functional. Sprinklers must activate when the temperature of the room exceeds the breaking point of the liquid filament inside the device.

**FIRE ALARMS:** Fire alarms must be located throughout the building and clearly marked with red paint. All fire alarms must be clearly visible to occupants of the building, as well as accessible to people with disabilities. When a fire alarm is pulled, the alarm must create an audible signal heard throughout the building.

**SMOKE DETECTORS:** Commercial buildings must have a fully functional smoke detection system. Smoke detectors must carry a tag that clearly shows when the last maintenance was performed on the device, as well as the date in which the batteries were replaced. Smoke detectors must create an audible alarm signal for occupants to hear.

**STAIRWELLS:** Stairwells must be clearly labeled in a commercial building, with exit signs pointing to their location. All stairwells must have handrails leading down the entire

length of the stairs and must lead to an evacuation space located in the street. Emergency lighting, powered by batteries, must be located in the stairwell should the building lose power.

**EXIT SIGNS:** All commercial buildings adhering to fire safety regulations must contain exit signs that are clearly visible in case of an emergency. Exit signs must run on building power during normal operation and use battery power in the event the building loses normal power. Exit signs must point to a stairwell or door you can use for evacuation.



# JULY 2019

# July Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 7/04 - Big Bay Boom Downtown San Diego
- 7/6 - Superheroes Night out at the Children's Museum
- 7/12 - Movies & More By The Lake (Santee)
- 7/14 - University of San Diego Wine Classic Event
- 7/18 - 7/21 - Comic-Con International
- 7/20 - 7/21 - Insect and Ladybug Festival
- 7/20 - Cabrillo Sunset 5K
- 7/26 - 7/28 - Supergirl Surf Pro
- 7/27 - Sip of Julian
- 7/28 - Solana Beach Triathlon, Duathlon & Aquabike

## 14 Fun Facts about the Fourth of July

- The Fourth of July was not declared a national holiday until 1941.
- Malia Obama, George Steinbrenner, Neil Simon, Ron Kovic, and Calvin Coolidge were all born on the Fourth of July.
- The stars on the original American flag were in a circle so all the Colonies would appear equal.
- Benjamin Franklin proposed the turkey as the national bird but was overruled by John Adams and Thomas Jefferson, who wanted the bald eagle.
- The musical "1776" premiered on Broadway in 1969 and ran for 1,217 performances.
- The number of Americans who will spend the holiday at other people's homes is approximately 41 million.
- The first official Fourth of July party was held at the White House in 1801.
- Approximately 150 million hot dogs are consumed on this day.
- The town of Patriot, Indiana has a population of 202 people.
- Presidents John Adams, Thomas Jefferson, and James Monroe all died on the Fourth. Adams and Jefferson died on the same day within hours of each other in



Paragon Services Engineering wishes you a very happy and safe

Fourth of July!

## HAPPY BIRTHDAY!

- 7/01 - Sebastian Trujillo
- 7/07 - Jose Villarreal
- 7/08 - Joshua Smith
- 7/10 - Wesley Dymek
- 7/19 - Michael Cardwell
- 7/21 - Mark Felix
- 7/21 - Donald Haddock
- 7/21 - Jay Wilson
- 7/27 - George Castro
- 7/30 - Victor Sanchez

