

# Scheduled Maintenance Calendar

Date	System / Equipment	Maintenance Type	Description	Responsible	Status
2024-07-05	HVAC Unit #1	Preventive	Filter replacement and system inspection	John Doe	Scheduled
2024-07-10	Generator	Inspection	Monthly routine check	Jane Smith	Scheduled
2024-07-15	Main Server Room	Cleaning	Dust removal & air quality monitoring	Mike Lee	Scheduled
2024-07-20	Elevator A	Preventive	Lubrication and safety systems test	Ann Wu	Scheduled

## Important Notes:

- This document provides an overview of all scheduled maintenance activities for key systems and equipment.
- Updates to the schedule should be communicated promptly to all stakeholders.
- Completed tasks should be verified and updated in the calendar as "Completed" with the completion date.
- Unscheduled or emergency maintenance should also be recorded in a separate log.
- Use this calendar to minimize downtime and prioritize critical systems.