



Monthly Maintenance Sheet

Dear Franchisee/Property Caretaker,

We're excited to welcome you to your BCubed building! As part of our commitment to quality and long-term performance, we're providing an initial maintenance schedule to help you get started with caring for your building.

This schedule includes essential upkeep tasks designed to preserve the integrity, safety, and appearance of your BCubed. While it doesn't cover every aspect of building care, it lays a strong foundation for ongoing maintenance and optimal performance.

We recommend reviewing the schedule and integrating it into your regular operations. As your needs evolve, we'll be happy to assist with more comprehensive maintenance planning or support.

* BCubed is NOT responsible for building maintenance or issues caused by the lack of maintenance.

*You are advised to ALWAYS defer to the recommendations from the product manufacturer.

Thank you again for your trust in us. We're here to help every step of the way

	Maintenance Required	Tools Needed	Detailed Procedure	Notes
☐	HVAC Interior Units (Filters)	Damp Rag, Dry Rag	Remove filter(s) from interior units, wash with a damp rag, dry, reinstall (See page 29-30 in manual)	
☐	HVAC Interior units (Clean Housing)	Damp Rag	Wipe down housing with a damp rag. Make sure to not bend any fins when cleaning (See page 29-30 in manual)	
☐	Grease Trap (Regular Clean)	Shop Vac, Small flathead screwdriver, 1/2 Gallon vinegar	Remove lid. Leave the grease interceptor 1/2 full of existing water when cleaning. Using a shop vac with the filter removed, clean scum off the top and clean debris off of the bottom of grease interceptor. Pour 1/2 gallon of vinegar into grease interceptor and reattach the lid	
☐	Kitchen to Bathroom Fan (Clean)	Damp Rag, Flat Head Screwdriver	Turn Rheostat (thermostat to the right of the fan) clockwise to the highest setting, fan should turn off. Remove bathroom and	

			kitchen side covers. Unplug the fan. Clean housing and fan with a damp rag. Reinstall plug and covers, then turn the rheostat back to its normal setting 60-70 degrees	
☐	Bathroom Exhaust Fan (Clean)	Damp Rag, Flashlight	Turn off bathroom light, fan should stop running. Remove the cover then unplug the fan. Once fan is unplugged, turn on bathroom lights. Fan should NOT start running. Clean housing with a damp rag. Turn off lights, plug the fan in and reinstall the cover. Turn lights back on. Fan should be running	
☐	Tower Exhaust Fan (Clean)	Damp Rag, Flat Head Screwdriver	Turn Rheostat clockwise until the fan turns off, Remove the cover. Unplug the fan. Clean housing and fan with a damp rag. Reinstall plug and cover then turn the rheostat back to its normal setting 60-70 degrees	

☐	Water Heater (Inspection)		Inspect the water heater for any corrosion or leaks. Inspect the hot and cold connections on top of the water heater for any corrosion.	
☐	Green Gobbler Drain Cleaner (Triple Sink)	Green Gobbler Fresh Scent Drain Stick Cleaner and Deodorizer	Place 1 stick in each of the triple sink drains	
☐	Green Gobbler Drain Cleaner (Hand Sink)	Green Gobbler Fresh Scent Drain Stick Cleaner and Deodorizer	Place 1 stick in the Hand Sink drain	
☐	Green Gobbler Drain Cleaner (Ice Machine Drain Cup)	Green Gobbler Fresh Scent Drain Stick Cleaner and Deodorizer	Place 1 stick in the drain cup behind the ice machine	
☐	Green Gobbler Drain Cleaner (Mop Sink)	Green Gobbler Fresh Scent Drain Stick Cleaner and Deodorizer	Place 1 stick in the Mop Sink drain	