



Yearly 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 (Clean Condensate Pan)		Have a professional clean condensate pan	
☐	HVAC Remote (Change Batteries)	2X AAA Batteries	Change remote batteries	
☐	Water Heater (Drain)	Garden Hose 30' Flat Head Screwdriver	Turn OFF water heater breaker in the Electrical Panel. Connect the Garden hose to the bottom of the water heater. Run the garden hose outside. Turn OFF the cold side ball valve at the top of the water heater. Open the drain valve with a flat head screwdriver. Make sure water heater is draining, Let water heater drain until empty. Turn ON the cold side ball valve to flush the bottom of the tank. Let this run until water runs clear. Turn cold side ball valve OFF, turn drain valve OFF. Disconnect the garden hose. Turn ON the cold side ball valve. Let water heater fill for 45-60 minutes. Turn the water heater breaker ON.	

☐	Siding (Cleaning Fast Plank)	Mild detergent, Warm water, Soft cloth, Bucket	Clean siding with a mild detergent and warm water. Use a soft, clean cloth for final clean up. (Pressure washing and the use of harsh chemicals are NOT recommended by the manufacturer)	
☐	Siding (Cleaning cement board)	Standard water hose	Spray building with a standard water hose with standard water pressure	
☐	Siding (Cleaning Evolve Stone)	Mild detergent, Warm water, Soft cloth/Sponge Water hose, Soft bristle brush	Using a soft cloth or sponge, clean the stone with mild detergent then rise with a standard water hose with standard pressure. In case of tougher stains use a soft bristle brush. (Pressure washing and the use of harsh chemicals are NOT recommended by manufacturer)	
☐	Exterior HVAC (Clean Exchanger Coils & Panel Vents)		Have a professional clean the heat exchanger coils and the panel vents	
☐	Exterior HVAC (Clean Fan)		Have a professional clean the fan	
☐	Exterior HVAC (Clean Condensate Pan)		Have a professional clean the condensate drain pan	
☐	Exterior HVAC (Tighten Fan)		Have a professional verify that all the fan assembly is firmly tightened	

☐	Exterior HVAC (Electric Components)		Have a professional clean all electric components with air	
☐	Reverse Osmosis Membrane (Replacement)	Aqua Pure CFS M (5625004)	Twist filter out	