

## Maintenance Schedule

Date: 10-03-2019

Prepared By: Addison

Submitted To: Zoe

Approved By: Emma

| S. No | Task Description | Start Date | Due Date   | Person Responsible |
|-------|------------------|------------|------------|--------------------|
| 1.    | Air Ducts        | 10-03-2019 | 11-03-2019 | Anthony            |
| 2.    | Water Purifier   | 12-03-2019 | 12-03-2019 | Grayson            |
| 3.    | Computer         | 13-03-2019 | 15-03-2019 | Jack               |
| 4.    | Landline         | 16-03-2019 | 16-03-2019 | Andrew             |
| 5.    | Electric cables  | 17-03-2019 | 18-03-2019 | Andrew             |
| 6.    | Vending Machines | 19-03-2019 | 20-03-2019 | Andrew             |
| 7.    | Lift             | 21-03-2019 | 21-03-2019 | Andrew             |
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