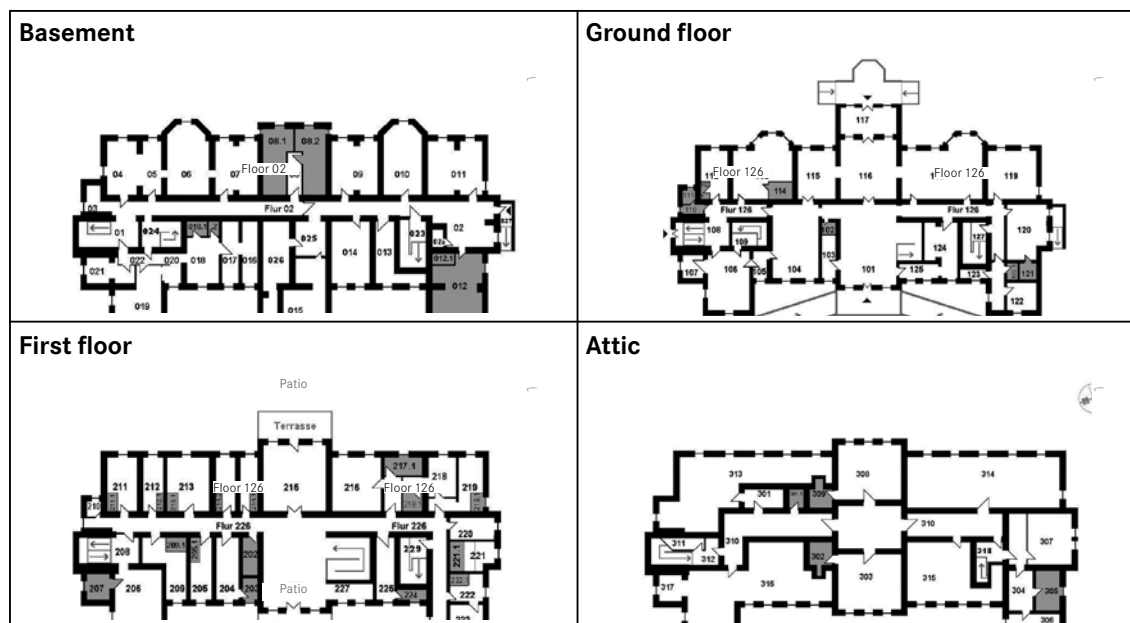


Sample work card, part 1: definition of work location (see Section 5.2.1)

Property: **Enter property name** **Work card**
325 Sanitary appliances
Sheet No. 6 / 1



Sample work card, part 2: task descriptions (see Section 5.2.2)

Inspection		Routine cleaning	
Frequency:	As required / weekly	Frequency:	As required / min. every 2 days; 2 - 5 years
First performed:	August 02	First performed:	August 02
Column 1	Column 2	Column 3	Column 4
Task	Work guidance	Additional comments	Material description / supply source
Inspection	Visually inspect for leaks, in conjunction with cleaning. 1 x annual inspection - and, where necessary, cleaning of - wash basin, shower and bathtub traps, seals to water fittings, grab rails, toilet support rails etc. (renewal approx. every 2-5 years).	Cleaning staff, caretaker Maintenance contract recommended for tiling seals.	
Silicone joint seals to showers, bathtubs	Check silicone joint seals for proper adhesion by visual and tactile inspection during routine cleaning. Renew any damaged seals.	Cleaning staff, caretaker, maintenance contract recommended, as above.	Silicone sealant
Routine cleaning of sanitary appliances	Clean with ceramic-compatible household cleaner or mild soapy water using soft cloth. Clean sanitary appliances with gentle descaler every 14 days.	Do not use abrasive or corrosive cleaners.	Standard cleaners for sanitary appliances: Villeroy & Boch "Basic" model (wall-hung WC pan, washbasin, bathtub), "Evana" model (undercounter washbasin), "Ebra" model (urinal), "Cosmos" model (shower trays)
Routine cleaning of toilet seat, flushing cistern	Clean with plastics-compatible household cleaner or mild soapy water using soft cloth. Do not allow toilet cleaners to come into contact with hinges or other fittings. When toilet cleaner is used, lift up toilet lid and seat and do not put back down until toilet cleaner has been completely flushed down WC pan.	Do not use abrasive or corrosive cleaners.	Standard cleaners
Routine leaning of water fittings	Clean with soapy water using soft cloth or leather. Gently remove heavier soiling or scale with household vinegar or sanitary cleaner. Apply to surface, leave to act for a short time, then thoroughly rinse with clean water.	Under no circumstances should cleaners containing alcohol or gritty abrasive be used. Soft, non-abrasive sponges should also be used.	Standard cleaners for water fittings: single-lever mixer taps
Shower hair traps	Clean "from top" on daily basis or upon change of room occupancy.	Cleaning staff	
Work location	B: spaces 08.1, 08.2, 012, 012.1, 018.1, 018.2 GF: spaces 102, 110, 111, 112.1, 114, 121, 122.1 1F: spaces 202, 203, 205.1, 207, 209.1, 211.1-214.2, 217.1-219.1, 221.1, 222.1, 224 A: spaces 301.1, 302, 305, 309		
Cross-references	Tiling to sanitary areas, sheet no. 5 / 1-5 / 2		
Issued on:	1st update on: 17.10.2007	2nd update on:	3rd update on:
Name: Frisch	Changes: Name: Frisch	Changes: Name:	Changes: Name:

5.4 Structure and Contents of User Maintenance Instructions

Different tasks require the use of various materials, care products, cleaning equipment, apparatus, hand tools and protective clothing. It is therefore useful to arrange the User Instructions by building element so that inspection, care and upkeep activities can be performed as a continuous operation. Each work card is thus devoted to a separate, self-contained area of maintenance.

The layout and contents of work cards are described in detail in Sections 5.2 and 5.3 respectively. An exhaustive set of examples is presented in Section 7. For this reason, the following sections include no further discussion of individual work cards, but merely list the various items for each of which a property-specific work card should, where applicable, be created:

5.4.1 Flooring

Draw up separate work cards for each type of flooring:

- Screed
- Tiling
- Marble
- Natural stone
- Terracotta
- Wood-board
- Parquet
- Linoleum
- PVC
- Carpeting
- Other

Where necessary, additional details should be provided for the treatment of skirting boards or coverings.

5.4.2 Stairs

Draw up separate work cards for each type of stair covering, as described in Section 5.4.1. Any additional details regarding the following should be integrated in the work cards or, where necessary, presented on a separate work card:

- Structural elements
- Balustrades
- Handrails
- Coatings

5.4.3 Windows and glazing

Draw up separate work cards for different construction, material and glazing types:

- Single windows
- Coupled windows
- Double windows
- Insulating-glass windows
- Timber windows
- Steel windows
- Basement windows subject to splashing
- Internal windows
- Leaded lights
- Other special glazing

The following items should also be specifically addressed:

- Coating systems
- Windows subject to heavy weathering, west elevations
- Putty/mastic joints
- Window grilles
- External-hinged shutters
- Sunshading devices
- Roller shutters
- Internal glare-control screens
- Window sills
- Ironmongery and all moving parts

5.4.4 Doors

Draw up separate work cards for each type of door or door lining finish, where appropriate, by construction:

- Steel doors
- Timber doors
- Glazed doors
- Internal doors/external doors
- Ironmongery and all moving parts
- Seals/weathering/stripping

The following items should also be specifically addressed as required:

- Opaque coatings
- Clear coatings