PREVENTIVE MAINTENANCE CHECKLIST

Maintenance Task Checklist

PREVENTIVE MAINTENANCE CHECKLIST

		TASK DESCRIPTION	FREQUENCY	PERSON/DEPT. RESPONSIBLE	DATE DUE	STATUS
HVAC System						
	☑	Check and replace air filters	Every 1-3 months	Maintenance Technician	1-Feb-2023	Checked (1)
	☐	Clean condenser and evaporator coils	Annually	Maintenance Technician	2-Feb-2023	Pending
	☑	Inspect and lubricate fan motors and belts	Every 6 months	Maintenance Technician	3-Feb-2023	Checked
	☑	Check thermostat settings and calibration	Every 3 months	Maintenance Technician	4-Feb-2023	Checked
Electrical System						
	☑	Inspect and tighten electrical connections	Every 6 months	Electrician	5-Feb-2023	Checked
	☑	Test backup power systems	Quarterly	Electrician	6-Feb-2023	Checked
	☐	Inspect and test grounding systems	Annually	Electrician	7-Feb-2023	Pending
	☐	Check for overheating equipment	Every 3 months	Electrician	8-Feb-2023	Pending
Plumbing System						
	☑	Inspect for leaks and repair as needed	Every 3 months	Plumber	9-Feb-2023	Checked
	☑	Flush water heaters and remove sediment	Annually	Plumber	10-Feb-2023	Checked
	☑	Inspect and clean drains and pipes	Every 6 months	Plumber	11-Feb-2023	Checked
	☑	Check water pressure and adjust if necessary	Every 3 months	Plumber	12-Feb-2023	Checked
Machinery						
	☐	Lubricate moving parts	Every 1-3 months	Equipment Operator	13-Feb-2023	Pending
	☑	Inspect belts and chains for wear and tear	Every 6 months	Equipment Operator	14-Feb-2023	Checked
	☐	Tighten loose components	Every 3 months	Equipment Operator	15-Feb-2023	Pending
	☐	Check for unusual vibrations or noises	Every 1 month	Equipment Operator	16-Feb-2023	Pending
Fire Safety System						
	☐	Test fire alarms and smoke detectors	Quarterly	Safety Officer	29-Mar-2023	Pending
	☑	Inspect fire extinguishers and refill if needed	Annually	Safety Officer	30-Mar-2023	Checked
	☐	Check emergency lighting system	Every 6 months	Safety Officer	31-Mar-2023	Pending
	☐	Review and update emergency evacuation plans	Annually	Safety Officer	1-Apr-2023	Pending
Building Structure						
	☐	Inspect for cracks or damages	Every 6 months	Facility Manager	3-May-2023	Pending
	☐	Check the integrity of windows and doors	Annually	Facility Manager	4-May-2023	Pending
	☑	Inspect the roof for leaks or damages	Annually	Facility Manager	5-May-2023	Checked
	☐	Monitor and repair cracks in the foundation	Every 2 years	Facility Manager	6-May-2023	Pending
	☐					
	☐					
	☐					
	☐					
	☐					
	☐					
	☐					
	☐					

Status