

Facility Preventive Maintenance Checklist



Work Order	#2939
Status	Open
Priority	None
Description	General property preventive maintenance walk-thru.
Location	<i>n/a</i>
Asset	<i>n/a</i>
Created By	Ashley Gwilliam
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Procedure: Facility PM Checklist (96 fields)

General Building & Interior

Ensure exits are clearly marked, with additional signage if needed.:

Test smoke and carbon monoxide detectors and change batteries yearly. :

Check the condition of floors, ceilings, and walls.:

Check for leaks or water damage in bathrooms and ceilings.:

Check that doors lock and unlock easily.:

Ensure stairs and railings are not loose:

Check that lights are working, replacing bulbs as needed.:

Conduct routine pest inspections and treatments.:

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Building Exterior

Walk the perimeter.:

Check the condition of sidewalks and parking lots for potholes. :

Check the condition of the windows. :

Clean debris from the roof and gutters. :

Clean up any trash or debris on the building grounds.:

Monitor the condition of exterior paint and siding.:

Check decks and patios for rot or loose railings.:

Lawn Maintenance

Keep weeds to a minimum.:

Perform seasonal pruning on shrubs and trees.:

Make sure that no branches are about to fall.:

Make sure the sprinkler is working properly.:

Mow the lawn every week.:

Remove any dead plants.:

Seed the lawn during fall and winter.:

Control the number of insects in the lawn. :

Cover the soil with an inch-thick layer of mulch.:

Remove all leaves from the grass.:

Fertilize as needed.:

Dethatch lawn as needed.:

Water lawn regularly :

Lighting

Inspect cables of exterior lights as well as screws and other hardware.:

Maintain lighting performance by dusting lamps and lens surfaces.:

Ensure that any used bulbs that contain mercury or lead are safely stored.:

Inspect all light fixtures at regular intervals. :

Ensure globes, refractors, and reflectors are clean.:

Ensure gaskets are properly seated and providing a watertight seal.:

Check any the transformers, control gear, and/or accessories :

Re-aim adjustable lighting if needed.:

Ensure all lighting is properly installed and functioning.:

Electrical

Clean and re-torque electrical connections.:

Make sure the electrical panel is accessible.:

Check to wire periodically and remove any fire hazards.:

Replace fuses as needed. Include extra fuses in supplies.:

Make sure the meters are clean and well-lit.:

Check if automatic and manual switches are operating properly.:

Inspect electrical connections and boxes for overheating. :

Test outlets for proper operation. :

Ensures batteries in flashlights, smoke, and carbon monoxide detectors, and test instruments are still working properly. :

Check the condition of cover plates for cracks and proper tightness.:

Ensure exhaust fans are clean and functioning properly.:

Clean and lubricate overcurrent devices as needed.:

Check all fusible switch units to make sure that all fuses within came from the same manufacturer and are of the same class and rating.:

Plumbing

Inspect all plumbing for any leaks or unusual noises at least once a year.:

Bearing lubrication should be applied once a year on domestic water booster and circulation pump systems.:

Periodically fire-test water heaters and boilers.:

Lubricate the condenser fan motor bearings of drinking water chillers. Make sure that the oil in the compressor oil reservoir is drained and replaced.:

Check the function of sump and sewage ejection pumps. Replace as needed. Lubricate exposed pumps at least once a year.:

Make sure adequate hot and cold running water is available in all sinks/tubs.:

Check the drains' connection to the sanitary sewer.:

Install backflow devices when necessary such as with handheld showerheads.:

Make sure that the low water shut-off is functioning properly.:

Make sure sink traps and building traps are clean to prevent slow drainage.:

HVAC

Clean the air intake when necessary.:

Change air filters monthly or bi-annually for premium. :

Check for excessive noise or vibration when blower motors are running.:

Check if condensate drain pans are draining properly. :

Ensure the motors and ductwork are clean.:

Check the flexible duct connectors for cracks and leaks.:

Check for screws, latches, and gaskets that are in need of repair or replacement.:

Check the pumps; bearings must be lubricated once a year. :

Inspect the condition of all electrical hardware as well as connections.:

Make sure that the safety controls and equipment are working properly.:

Make sure that all guards and access panels remain secure.:

Check the operation of the interior and exterior unit.:

Clean damper operators.:

Ensure any mineral buildup inside the water heater is kept at a minimum.:

Drain the boiler to remove any accumulated sediment. :

Clean or replace the boiler's oil filter once a month.:

Ensure the thermostat is calibrated correctly.:

Safety

Ensure fire extinguishers are present where required.:

Ensure fire escapes and stairs are free of obstructions.:

Ensure chemicals are disposed of according to the instructions.:

Ensure that all chemical products are sealed, clearly labeled, and stored. :

Determine if first aid kits are well-stocked. :

Ensure safety signs and equipment labels are visible & in good condition.:

Check and clean respirators. :

Check smoke and carbon monoxide detectors. :

Check the fire alarm system.:

Check the condition of fire escapes. :

Signed off by

Date

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