

Facility Preventive Maintenance Checklist



Work Order	#2939
Status	Open
Priority	None
Description	General property preventive maintenance walk-thru.
Location	n/a
Asset	n/a
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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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