Preventative Maintenance Checklist

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| EXTERIOR |   |
| Maintenance Tasks | Mon | Tue | Wed | Thu | Fri | Sat | Sun |   |
| Remove Dirt, Debris, Mold, Gum on Exterior Walls | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Remove Dirt, Debris, Mold, Gum on Exterior Floors | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Condition of Parking Lot, Walkways, Driveways | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Walls for Cracks, Holes, and Signs of Damage | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Paint and Siding on Exterior Walls | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Windows for Cracks or Damage | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Door Handles, Hinges, Locks | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Roof for Signs of Damage | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Trees for Fallen Branches | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean Gutters and Remove Debris | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean Roof for Dust, Debris, and Mold | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Ensure Fencing is Stable | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Remove Graffiti from Walls | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Pressure Wash Hart Surfaces | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Exteriors for Rust and Signs of Damage | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Condition of Parking Lot Striping | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Trim Trees, Shrubs, Grass | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean and Prep for Landscaping | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Playground Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |

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| INTERIOR |   |
| Maintenance Tasks | Mon | Tue | Wed | Thu | Fri | Sat | Sun |   |
| Examine for signs for signs of degradation: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| · Floors | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| · Walls | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| · Ceilings | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| · Furniture | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean and Disin | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean and Remove Debris from Machinery | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean, Sweep, Mop Floors | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Vacuum Carpet Areas | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean Kitchen Appliances and Surfaces | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Empty Garbage Cans, Replace Liners | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Door Handles, Hinges, and Locks | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Wipe Down High Touch Surface Areas | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |

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| LIGHTING & ELETRICAL |
| Maintenance Tasks | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| Check Lights for Proper Installation and Function | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Replace Burned-Out Lamps | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Tighten Loose Screws and Hardware | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Clean/Wipe Lamp Surfaces to Remove Dust | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Inspect for Loose Wires and Cables | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Check Color Temperature of Lamps | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Check Power Supply | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Inspect for Electrical Device Hazards | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Inspect for Loose or Frayed Wires | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Check Cover Plates for Cracks, Chips, or Damage | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Inspect Timers and Photocells | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Inspect Power Lines | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

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| PLUMBING & HVAC |   |
| Maintenance Tasks | Mon | Tue | Wed | Thu | Fri | Sat | Sun |   |
| Inspect if in good working condition: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| · Faucets | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| · Sinks | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| · Toilets | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check for Plumbing Leaks and Noises | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Test Water Heaters, Boilers, Boosters | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Sump and Sewage Pumps | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect HVAC for Cracks or Signs of Damage | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Air Intakes | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Blower Motors for Excessive Noise | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Ducts for Leaks and Signs of Damage | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Drainage of Condensate Pan | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Thermostat | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Wires and Electrical Controls | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean Condenser Coils | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean Exhaust Fans | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean/Replace Air Filters | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Air Compressor Pumps, Replace Oil if Necessary | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Tighten Loose Guards and Panels | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |

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| SAFETY |   |
| Maintenance Tasks | Mon | Tue | Wed | Thu | Fri | Sat | Sun |   |
| Test Fire Alarms | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Test Smoke Detectors, Change Batteries If Needed | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Carbon Monoxide Detectors, Change Batteries | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Respirators | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Personal Protection Equipment (PPE) | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Service Fire Extinguishers | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Sprinklers | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check First-Aid Supply Inventory | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Safety Harness Kits | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Stairways and Railings | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Ensure Safety and Caution Signs are Marked | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Elevator Function | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Lights in Parking Lot Area | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Ensure that Fire Exits are Clearly Marked | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Main Gate and Locks | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Ensure Fire Safety Compliance | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Inspect Perimeter Gates and Fencing | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Keep Walkways and Entryways Clear of Debris | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |

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| IT & TECH |   |
| Maintenance Tasks | Mon | Tue | Wed | Thu | Fri | Sat | Sun |   |
| Update Cloud Storage Systems | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clear Browser History | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Reboot Systems |   |   |   |   |   |   |   |   |
| Configure Startup Programs | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Scan Computers on Workstations | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Install Anti-Virus Software | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Run Disk Cleanup | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Defrag Hard Drives | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Check Security Cameras | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |
| Clean and Polish Computer Equipment | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |   |