Preventative Maintenance Checklist

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LIGHTING	YES	NO
There are no tears in any exterior lighting cables.		
Are all screws and hardware are in place and working?		
Is all exterior lighting properly installed and functioning?		
Is all exit lighting properly installed and functioning?		
Is all interior lighting properly installed and functioning?		
Are all unused light bulbs safety stored?		
Does each lamp have the same color temperature?		
ELECTRICAL		
Are all electrical wiring and connections the proper tightness?		
Are all timers and photocells functioning correctly?		
There are no cracks in the cover plates.		
Are all cover plates the proper tightness?		
Are all exhaust fans functioning properly?		
Are all exhaust fans clean?		
HVAC		
Are all air filters clean?		
Are all motors and ductwork clean?		
Is the condensate drain pan draining properly?		
Are all loose guards and panels secure?		
Are there any leaks in piping, tubing or fittings?		
Are all oil levels on air compressor pumps correct?		

BUILDING INTERIOR	YES	NO
Is there sign of deterioration on the floors, ceiling or walls?		
Are there any signs of leaks?		
Are there any trip, slip or safety hazards?		
Are all the smoke and carbon monoxide detectors working?		
Is the fire alarm system working?		
Are all work areas and walkways properly marked?		
Is there any evidence of insect infestation?		
BUILDING EXTERIOR		
Are all walls and paint in good condition?		
Are there any broken windows or doors?		
Are all railings in good condition?		
Are there any plants growing on the building or its foundation?		
Are all roof drains and gutters clean and flushing properly?		
Are all gutters anchored and tightened adequately?		
PLUMBING		
Are there any leaks or unusual noises?		
Are the remote drinking water chillers lubricated?		
Are water booster and circulation pumps lubricated?		
Are sump and sewage ejection pumps functioning?		