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| **Yearly Routine Preventative Maintenance Schedule and Checklist** | | |
| **Organization Name:** | **Organization Name:** | |
| **Task** | **Completed by** | Year  ( ) |
| e.g., Inspect condition of parking lot | GP |  |
| Inspect condition of parking lot |  |  |
| Check fire extinguishers, hoses, and initial tags |  |  |
| Clean grease trap |  |  |
| Clear roof drain of debris |  |  |
| Inspect condition of storm drains |  |  |
| Inspect condition of curbs |  |  |
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| **Notes:** |

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| **Monthly Routine Preventative Maintenance Schedule and Checklist** | | | | | | | | | | | | | |
| **Organization Name:** | | | | | | **Site Name:** | | | | | | | |
| **Task** | **Completed by** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| e.g., Inspect elevators | GP |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect elevators |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insect crawl space |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check emergency exit doors |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check all lighting |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Run emergency generator and complete generator log |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Assist with fire drill |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect condition of doors |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Test emergency lights |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check eyewash stations |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect condition of windows |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect condition of sidewalks |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insect and service tubs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean range hood exhaust |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Service air conditioning system |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check fan belts |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check oil pumps and grease motors |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Notes:** |

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| **Daily Routine Preventative Maintenance Schedule and Checklist** | | | | | | | | | |
| **Organization Name:** | | | | **Site Name:** | | | | | |
| **Boiler Room** | | | | | | | | | |
| **Task** | **Completed by** | **Mon** | **Tues** | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
| e.g., Check side stream micro filter in boiler room | GP |  |  |  |  |  |  |  |
| Check side stream micro filter in boiler room |  |  |  |  |  |  |  |  |
| Check boilers condensation lines |  |  |  |  |  |  |  |  |
| Check salt in water softener (add salt if needed) |  |  |  |  |  |  |  |  |
| Test soft water |  |  |  |  |  |  |  |  |
| Circulation pump |  |  |  |  |  |  |  |  |
| Check and change primary filters |  |  |  |  |  |  |  |  |
| Hot water expansion tank pressure |  |  |  |  |  |  |  |  |
| Boiler make up water meter |  |  |  |  |  |  |  |  |
| Electrical transformer |  |  |  |  |  |  |  |  |
| Boiler water make up |  |  |  |  |  |  |  |  |
| Micron filter |  |  |  |  |  |  |  |  |
| Domestic hot water pump |  |  |  |  |  |  |  |  |
| Domestic hot water heater |  |  |  |  |  |  |  |  |
| Domestic hot water mixing valve |  |  |  |  |  |  |  |  |
| Hot water tank |  |  |  |  |  |  |  |  |
| Check salt in water softener (add salt if needed) |  |  |  |  |  |  |  |  |
| Check maintenance request binder |  |  |  |  |  |  |  |  |
| Surge protector |  |  |  |  |  |  |  |  |
| Exhaust fan |  |  |  |  |  |  |  |  |
| Clean and inspect landscaping |  |  |  |  |  |  |  |  |
| Litter inspection |  |  |  |  |  |  |  |  |
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| **Notes:** |