Preventive Maintenance Checklist

A starting point for facility and equipment inspections. Adapt it to your assets.

Site / building _____

Asset or area _____

Date _____

Completed by _____

Supervisor sign-off _____

Daily checks (operators or technicians on rounds)

- [ ] Walk the area and look for leaks, unusual noise, vibration or heat
- [ ] Check gauges, indicator lights and alarms on critical equipment
- [ ] Confirm emergency exits, extinguishers and first-aid stations are clear and accessible
- [ ] Look for spills, trip hazards and damaged guards or covers
- [ ] Log any fault found as a work order before the end of the shift

Weekly checks

- [ ] Test emergency lighting and exit signs
- [ ] Inspect belts, hoses and visible fittings for wear or looseness
- [ ] Check lubricant levels where a sight glass or dipstick is provided
- [ ] Test door closers, locks and access hardware
- [ ] Review open work orders and escalate anything overdue

Monthly checks

- [ ] Replace or clean HVAC air filters as the equipment manual specifies
- [ ] Inspect electrical panels visually for heat marks, loose covers or blocked access
- [ ] Test fire alarm panels and smoke detectors on the agreed schedule
- [ ] Check water heaters, pumps and valves for leaks or corrosion
- [ ] Review the month's breakdowns and repeat faults

Preventive Maintenance Checklist (continued)

Quarterly and annual checks, plus notes

Quarterly checks

- [ ] Inspect roof drains, gutters and exterior drainage
- [ ] Service HVAC coils, drain pans and condensate lines
- [ ] Test backup power systems under load, if installed
- [ ] Inspect fire doors, sprinkler heads and visible fire-protection equipment
- [ ] Review parts stock for critical spares

Annual checks

- [ ] Complete manufacturer-recommended servicing on each major asset
- [ ] Schedule required third-party inspections (lifts, boilers, pressure vessels, fire systems) per local rules
- [ ] Review the asset list: add new equipment, retire old equipment, confirm locations
- [ ] Review preventive maintenance intervals against breakdown history
- [ ] Update checklists and training records

Issues found and work orders raised

Note: This is a general-purpose starting checklist. Always follow the equipment manufacturer's instructions and the safety and inspection requirements that apply where you operate.