## horizontal line**Monthly Preventive Maintenance Checklist**

| **Date** | **[Insert Date]** |
| --- | --- |
| **Manager's Name** | [Insert Manager's Name] |
| **Department** | [Insert Department Name] |

#### **Objective:**

To conduct regular monthly inspections to maintain operational efficiency and safety.

#### **Key Inspection Tasks**

* **General Equipment**
  + ☐ Check all equipment for unusual sounds or leaks
  + ☐ Inspect belts, filters, and fluid levels
  + ☐ Test for correct calibration and settings
* **Safety Checks**
  + ☐ Inspect fire alarms and extinguishers
  + ☐ Test emergency exits and lights
  + ☐ Check personal protective equipment (PPE)
* **Electrical System**
  + ☐ Inspect outlets, switches, and lighting
  + ☐ Test backup generators and surge protectors
  + ☐ Check all power cords for damage
* **Plumbing System**
  + ☐ Inspect for leaks or clogs in drains
  + ☐ Check water pressure and temperature
  + ☐ Inspect seals and connections
* **HVAC System**
  + ☐ Clean vents and filters
  + ☐ Check thermostat settings
  + ☐ Test heating and cooling cycles

#### **Conclusion**

Regular monthly maintenance ensures smooth operation and reduces the risk of breakdowns.