
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.