
Preventive Maintenance Checklist for Building

Date	[Insert Date]
Manager's Name	[Insert Manager's Name]
Building Name	[Insert Building Name]
Department	[Insert Department Name]

Objective:

To ensure the safety, functionality, and structural integrity of the building through regular inspections.

Key Inspection Tasks

- **HVAC System**
 - Check air filters and replace if needed
 - Inspect ducts for leaks or blockages
 - Test thermostat functionality
- **Plumbing System**
 - Check for leaks under sinks and fixtures
 - Inspect water heater temperature and pressure
 - Test water flow in faucets and toilets
- **Electrical System**
 - Test emergency lights and backup power
 - Inspect electrical panels and circuits

- Check for exposed or damaged wires
- **Safety Equipment**
 - Inspect fire extinguishers and smoke detectors
 - Check emergency exits for clear paths
 - Test security systems and alarms
- **Exterior and Structure**
 - Inspect for cracks in walls or foundation
 - Check roof for leaks or damage
 - Inspect windows and doors for proper seals

Conclusion

Perform monthly to ensure safety, comfort, and compliance.