## horizontal line**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.