

# 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.