
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.