Preventive maintenance checklist

01 Site and period

Site or building

Week or month of

Technician (printed name)

Signature

02 Daily and each shift

CHECK	DONE (DATE)	BY	NOTE
Exit routes and exit doors clear			
Floors dry, no oil, loose material or trip hazards			
Electrical panels and disconnects reachable, covers closed			
Space temperatures in range; note any zone that is not			
Air receiver and line filters drained (or auto drains cycle)			
Compressor: oil level, pressure, temperature, noise			
Motors and gearboxes: no new noise, smell, heat or vibration			
Overhead cranes and hoists: controls, brakes, limit switches			
Conveyor emergency stops and pull cords; guards in place			
Dock levelers and vehicle restraints through a full cycle			
Overhead doors: full travel; photo eyes and edges reverse			
Forklifts examined before service (each shift)			
Slings and rigging inspected (before each use)			

> Write the date in Done when a check is complete. A failed check gets a work order; anything unsafe is taken out of service first.

03 Weekly

CHECK	DONE (DATE)	BY	NOTE
Eyewash and safety shower run until the water is clean			
First aid kits stocked against their list			
Cords and plug-in tools: insulation, ground pins, no daisy chains			
Restrooms and break rooms: no running toilets, drips, slow drains			
Compressed air leaks found by ear and tagged			
Gearbox oil at the sight glass mark; no seal leaks			
Conveyor belts track in the center; edges and splices sound			
Conveyor rollers turn freely			
Dock bumpers and seals intact			

04 Monthly

CHECK	DONE (DATE)	BY	NOTE
Ladders: rails, rungs, feet and labels intact			
Spill kits full and in place			
Each GFCI outlet: Test cuts the power, then Reset			
Standby generator run as its manual says; hours, fuel, alarms			
HVAC filters replaced when loaded or at the interval			
HVAC condensate pans and drain lines draining			
Air handler and rooftop unit cabinets: panels on, dry, quiet			
Water poured into floor drains that rarely get any			
Sump and ejector pumps: float lifted, pump starts, alarm sounds			
Compressor intake filter clean			
Air dryer: dew point in range, drain working			
V-belts tensioned and aligned			
Bearings greased as the lubrication chart says			
Motor cooling fins and fan covers clear			
Drive chains lubricated and tensioned; sprockets not worn			
Battery charging area: eyewash, ventilation, connectors			
Overhead door cables, rollers, hinges and tracks			
Door rollers, hinges and leveler pivots lubricated			
Fire extinguishers: monthly visual inspection			
Emergency lights and exit signs: 30-second test			
Fire doors close and latch on their own			
Sprinkler risers: gauges normal, valves open, 18 in. clear below			

05 Quarterly

CHECK	DONE (DATE)	BY	NOTE
Roof drains and scuppers clear; flashing tight			
Panel directories legible and correct			
Condenser and evaporator coils clean; fins combed			
Outdoor air dampers open and close fully			
Refrigerant pressures recorded (certified technician)			
Water heaters: no leaks or rust; temperature as set			
Exposed piping and valves; isolation valves exercised			
Air receiver safety valve tested as the maker directs			
Couplings aligned, inserts intact, guards fastened			
Variable frequency drives: fans, filters, fault log			
Motor current recorded and compared with the last reading			
Pallet racking: uprights, beams, locks, anchors, load signs			
Leveler hydraulics: no leaks, fluid at the mark, strut holds			

06 By run hours

CHECK	DONE (DATE)	BY	NOTE
Compressor oil, filter and separator; record the hour meter			
Forklift planned service; record the hour meter			

07 Yearly

CHECK	DONE (DATE)	BY	NOTE
Each lockout/tagout procedure inspected			
Infrared scan of panels and switchgear (qualified person)			
Generator starting and UPS batteries: terminals and age			
Heating: burners, heat exchangers, flues; CO alarms tested			
Water heater flushed; relief valve tested			
Backflow preventers tested (certified tester)			
Before freezing: hose bibs and irrigation drained; heat trace			
Air receiver tank: rust, dents, leaks			
Gearbox oil changed or sampled			
Insulation resistance test on critical motors			
Vehicle lifts inspected by a qualified lift inspector			
Elevator inspection certificate current			
Fire extinguishers: annual maintenance recorded			
Battery emergency lights: 90-minute test			
Fire door assemblies inspected, with a signed record			
Sprinkler main drain flow test			
Fire alarm system tested (qualified contractor)			