

# Preventive Maintenance Checklist for Facility Managers

Ensure your building is running smoothly and efficiently with this preventative maintenance checklist for facility managers



Please note: This is not intended to be a full and complete/legally compliant list

## Introduction:

As a facility manager, it's your responsibility to ensure that your building is running smoothly and efficiently. Preventive maintenance is crucial to achieving this goal. By conducting routine inspections and repairs, you can catch issues before they turn into major problems, which can be costly to fix and cause disruptions to your building occupants. Here's a preventive maintenance checklist to help you stay on top of things:

## HVAC Systems

- Inspect and change air filters regularly to ensure good indoor air quality
- Clean the condenser and evaporator coils
- Check refrigerant levels and inspect for leaks
- Ensure proper drainage and clear any clogs

## Plumbing

- Inspect and repair leaks
- Check water pressure
- Flush water heaters and remove sediment buildup
- Inspect and clean drains



## Electrical

- Test and inspect emergency lighting systems
- Inspect electrical panels and circuits
- Check and replace light bulbs as needed
- Inspect and test backup generators

## Building Exterior

- Inspect and repair any cracks in the building envelope
- Clean gutters and downspouts to prevent water damage
- Inspect and repair any damage to roofing or siding
- Clean windows and ensure proper sealing

## Cleaning

- Regularly clean and disinfect high-touch surfaces such as doorknobs, light switches, and elevator buttons
- Deep clean carpets and hard flooring surfaces
- Clean and maintain HVAC air ducts to ensure good indoor air quality
- Schedule regular professional cleaning services from a trusted provider like CMOS to ensure a clean and healthy workplace.

By regularly following this preventive maintenance checklist, you can help ensure that your building is running efficiently and avoid costly repairs down the line. Don't forget to prioritise the need for regular cleaning services from a trusted provider like CMOS to maintain a clean and healthy workplace for your building occupants.

**Get in touch today**

