

Preventative Maintenance Checklist

Month: _____

Year: _____

Monthly Tasks

- Battery Operated Smoke Detector Inspections
- Disaster Drills
- Dishwasher Maintenance
- Dryer Vent Lint Removal
- Emergency Exit Lighting Inspection
- Exhaust Fan Cleaning
- Eye Wash Stations Inspection
- Fire Extinguishers Certifications
- Fire Extinguishers Test
- Fire Sprinkler System Test
- Food Steamer Scaling
- Forced Air System / Air Handlers/
Condensing Units Filter Change
- Generator Testing
- Grease Traps
- Ice Machine Cleaning
- Laundry Washer & Dryer Maintenance
- Magnetic Door Locks or Alarms
- Monitoring Systems Check
- Network Switches Cleaning
- Refrigerators & Freezers Maintenance
- Rooftop Package Units Filter Change
- Server Fans Cleaning
- Vehicle Safety Inspection
- Water Heaters Pressure Relief Valve Test
- Whirlpool Tub Inspection
- Water Temperature Tests

Bi Monthly Tasks

- Fan Coil Units / Heat Pumps
- Fire Alarm Test

Twice Yearly Tasks

- Hood Exhaust Certification 1st half
- Hood Exhaust Certification 2nd half
- Exhaust Hood Deep Cleaning 1st Half
- Exhaust Hood Deep Cleaning 2nd Half

Quarterly Tasks

- Fire Sprinkler System Certification (1)
- Fire Sprinkler System Certification (2)
- Fire Sprinkler System Certification (3)
- Fire Sprinkler System Certification (4)
- Fire Alarm System Inspection (1)
- Fire Alarm System Inspection (2)
- Fire Alarm System Inspection (3)
- Fire Alarm System Inspection (4)
- Fire Drills (1)
- Fire Drills (2)
- Fire Drills (3)
- Fire Drills (4)
- Small Appliance Inspection (1)
- Small Appliance Inspection (2)
- Small Appliance Inspection (3)
- Small Appliance Inspection (4)

Yearly Tasks

- Generator Certification
- Heat Boilers Inspection
- Roof Inspection
- Rooftop Package Units Coil Inspection
- Water Heaters Inspection



Please Note: these are recommendations and may not be a complete list to manage your facility. For safety reasons, please consult other professionals to get a complete list of preventative maintenance tasks required for your facility.