

# Top 40 Preventative Maintenance Tasks



---

# Top 40 Preventative Maintenance Tasks

Effective, efficient preventative maintenance can not only help your facility stay compliant and safe, but it can also help you to maximize your ROI. But, this won't be possible without an organized plan for completing regular maintenance tasks.

Of course, maintenance software is the best way to ensure tasks are properly timed and assigned. This checklist of the top 40 items is a great place to start when entering preventative maintenance tasks into your CMMS. It also can serve as a second method of tracking important tasks, so you can be sure nothing is being missed.

Simply save a PDF of (or print off) the first page each month, and the second page once per year, and use them to check off tasks as they are completed.

---

## Monthly Tasks

Month: \_\_\_\_\_

- ☐ Battery Operated Smoke Detector Inspections
- ☐ Disaster Drills
- ☐ Dishwasher Maintenance
- ☐ Dryer Vent Lint Removal
- ☐ Emergency Exit Lighting Inspection
- ☐ Exhaust Fan Cleaning
- ☐ Exhaust Hood Filter Cleaning
- ☐ Eye Wash Stations Inspection
- ☐ Fire Extinguishers Certification
- ☐ Fire Extinguishers Test
- ☐ Fire Sprinkler System Test
- ☐ Food Steamer Scaling
- ☐ Forced Air System/Air Handlers/Condensing Units Filter Change
- ☐ Generator Testing
- ☐ Grease Traps Cleaning
- ☐ Ice Machine Cleaning
- ☐ Laundry Washer & Dryer Maintenance
- ☐ Magnetic Door Locks or Alarms Check
- ☐ 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 Test

---

## Other Tasks

Year: \_\_\_\_\_

### Bi-Monthly

- |                            |                            |                            |                            |                            |                            |                           |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | Fan Coil Units/Heat Pumps |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | Fire Alarm Test           |

### Quarterly

- |  |  |  |  |                                     |
|--|--|--|--|-------------------------------------|
| <input type="checkbox"/> 1 <sup>st</sup> | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> 3 <sup>rd</sup> | <input type="checkbox"/> 4 <sup>th</sup> | Fire Sprinkler System Certification |
| <input type="checkbox"/> 1 <sup>st</sup> | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> 3 <sup>rd</sup> | <input type="checkbox"/> 4 <sup>th</sup> | Fire Alarm System Inspection        |
| <input type="checkbox"/> 1 <sup>st</sup> | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> 3 <sup>rd</sup> | <input type="checkbox"/> 4 <sup>th</sup> | Fire Drills                         |
| <input type="checkbox"/> 1 <sup>st</sup> | <input type="checkbox"/> 2 <sup>nd</sup> | <input type="checkbox"/> 3 <sup>rd</sup> | <input type="checkbox"/> 4 <sup>th</sup> | Small Appliance Inspection          |

### Twice Yearly

- |   |   |                            |
|---|---|----------------------------|
| <input type="checkbox"/> 1 <sup>st</sup> Half | <input type="checkbox"/> 2 <sup>nd</sup> Half | Exhaust Hood Certification |
| <input type="checkbox"/> 1 <sup>st</sup> Half | <input type="checkbox"/> 2 <sup>nd</sup> Half | Exhaust Hood Deep Cleaning |

### Yearly

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