

Preventative Maintenance Checklist

3 Months – 6 Months - Yearly

Please initial and date with time upon completion of each item checked.

	Every 3 months			Every 3 months			Every 3 months			Every 3 months		
Change oil in air compressor.												
Clean heating & air conditioning coils.												
Clean filters.												
Lubricate bearings and shaft.												
Leave heat on in vacant buildings, or turn off the water and drain the pipes.												
Check fuses/breakers.												
Check motors/connections.												
	Every 6 months						Every 6 months					
Clean carpets.												
Oil fan motor.												
Blow down water heaters.												
Remove and clean out P-traps.												
Inspect roof.												
Clean out gutters.												
Check weather stripping on doors and windows.												
	Yearly						Check roof drains for blockage after every heavy rain					
Termite inspection/treatment (outside contractor).												
Fire extinguishers checked (outside contractor).												
Clean entire heating/air condition unit.												
Check panel identification.												
Check receptacles.												