

Catholic Mutual . . . CARES

Preventative Maintenance Checklist

Daily

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

<i>Wet or snowy days:</i> Clean up water around entrances and on steps right after school starts, just before lunch, and just before dismissal.						
Check all stoves, hood filters, and cooking areas to insure they are properly cleaned to remove grease and inflammable waste.						
Check exit lights.						
Check all outside lights.						
Vacuum carpets (in heavy traffic areas, classrooms, offices, etc.).						
Pick up all trash around buildings.						
Clean up around dumpster.						
<i>Cold Weather Precautions:</i> If heat is left on, check to see that it is still on. Pipes under sinks are usually on the outside walls. Open the cabinet doors so heat can get to these pipes.						
Use salt and shovel to clean a path on each set of steps when there is ice on the ground. Path should be next to the handrail.						
<i>Check all portable heating units to insure they:</i> (1) are not a tripping hazard; (2) don't overload a circuit.						

Preventative Maintenance Checklist

Weekly

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

Week ending:						
Check gauge on fire extinguishers.						
Check smoke detectors.						
Water all shrubs and trees (if it hasn't rained that week).						
Drain water from air compressor.						
Blow down boiler.						
Check plumbing in all commodes.						
Check all sinks for leaks.						
Pour water in bathroom floor drains.						
Cut grass.						
Check lights – fluorescent/incandescent.						

Preventative Maintenance Checklist

Monthly

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check all window frames and glass for cracks. Check window screens.												
Check caulking on windows.												
Check hardware on all doors.												
Check all storage areas to insure they are clean, shelves are not overloaded, and heavy objects are stored on lower shelves.												
Check all trees for dead branches.												
Check all playground equipment.												
Check and clean out outside drains.												
Check all painted surfaces to see if scraping and painting are in order.												
Check all fences.												
Trim shrubs.												

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												