

# Preventive Maintenance Checklist

**Community** \_\_\_\_\_ **Month** \_\_\_\_\_

<b>Exterior</b>	✓	C	N/A
Sidewalks and stairs clear, clean and in good repair			
Stair handrails properly secured			
Parking lots free of potholes			
All exterior lighting in service			
Pool gates latch automatically and fence is secured			
Controlled access gates inspected and working properly			
Pool safety equipment, pumps, chlorinator, spa heaters in good repair			
Flagpoles and flags in good repair			
<b>Interiors - General</b>			
Laundry dryers free of lint			
No cracked glass or broken windows			
Fitness Center equipment in good repair			
Air filters changed in the office, clubroom and fitness center			
<b>Interiors - Apartments</b>			
Smoke detectors checked (refer to the smoke detector log)			
Air filters changed in 1/2 of all apartments			
Check under sinks, lavatories, around toilets, A/C drains in bathrooms, A/C vents and washer/dryer areas and rooms for moisture and signs of mold.			
<b>*Building # list and Apartment Inspection Checklist for each unit must be attached.</b>			
<b>Boiler and / or Equipment Rooms</b>			
State inspection current and posted			
Flush tank style heaters (if applicable)			
Room free of debris and floors swept			
Check circulation pumps for leaks/corrosion. Oil if applicable.			
<b>Special Focus - Maintenance/Service Shop</b>			
Complete and attach the Tool & Equipment Inventory			
UL listed cans for flammable liquids (especially gasoline)			
Metal cabinets for aerosols (more than 12 cans)			
Interior clean and shelves organized			
Electrical cords in good condition			
Safety equipment present in the maintenance/service shop			
<b>Other</b>			

Lead Service Tech. Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Corrective action completed by \_\_\_\_\_ Date \_\_\_\_\_  
 Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 RPM Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Risk Management Dept. Received: \_\_\_\_\_ Date \_\_\_\_\_

**CODE:**    ✓ = Completed/Acceptable                      C = Correction Required                      N/A = Not Applicable

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