Preventive Maintenance Checklist

for Facilities and Buildings

Planned maintenance record for offices, retail, residential and industrial buildings. Each task says what "good" looks like: tick OK only when that is true, otherwise mark Attention and add a note.

Site / building	Work order no.
Client	Date
Technician	Time in / time out
Area / floor / zone	Supervisor

Building type ☐ Office ☐ Retail ☐ Residential ☐ Industrial ☐ Other

Visit type ☐ PPM ☐ Inspection ☐ Follow-up ☐ Other

1 Before you start: technician safety

Task	OK	Attention	N/A	Notes
Work order, asset list and open issues from the last visit reviewed	☐	☐	☐	
Site work permit obtained where required (hot work, roof access, confined space)	☐	☐	☐	
Equipment isolated and locked out before servicing; confirmed dead before work	☐	☐	☐	
Correct protective equipment worn for each task	☐	☐	☐	
Site contact told where you are working and for how long	☐	☐	☐	

2 Facility and asset review

Task	OK	Attention	N/A	Notes
Asset list matches what is on site (new, moved or removed equipment noted)	☐	☐	☐	
Asset ID, make, model and serial number recorded for each item serviced	☐	☐	☐	
Warranty and maintenance contract terms checked before any repair	☐	☐	☐	
Manufacturer or site-specific requirements noted on the work order	☐	☐	☐	

3 HVAC and air conditioning

Task	OK	Attention	N/A	Notes
Filters clean and correctly seated; replaced if dirty or damaged	☐	☐	☐	
Coils clean, with no ice, corrosion or bent fins blocking airflow	☐	☐	☐	
Fans and motors run smoothly, with no unusual noise, vibration or heat	☐	☐	☐	
Condensate drains flowing, with no standing water or leaks	☐	☐	☐	
Thermostats and controls respond correctly to set points	☐	☐	☐	
Operating readings recorded for each unit (see readings table)	☐	☐	☐	

For a detailed HVAC task list with readings, use the Zentid HVAC Maintenance Checklist.

4 Electrical systems

Task	OK	Attention	N/A	Notes
Distribution panels: doors close, labels legible, no heat, burning or moisture	☐	☐	☐	
Wiring and connections secure, with no damaged insulation or exposed conductors	☐	☐	☐	
Switches, sockets and fixtures working and undamaged	☐	☐	☐	
Indoor and outdoor lighting working; timers and sensors set correctly	☐	☐	☐	
Backup power (generator or UPS) tested to its maintenance plan; result recorded	☐	☐	☐	

5 Plumbing and water systems

Task	OK	Attention	N/A	Notes
Visible pipes and joints dry, with no corrosion, drips or water stains	☐	☐	☐	
Valves operate fully, with no leaks at the stem	☐	☐	☐	
Pumps run without unusual noise or vibration; pressure as expected	☐	☐	☐	
Drains and gullies flow freely, with no blockages or smells	☐	☐	☐	
Water tanks (where fitted): covers secure, clean, no visible contamination	☐	☐	☐	
Water heaters: no leaks, controls working	☐	☐	☐	

6 Fire and life safety: visual checks

Task	OK	Attention	N/A	Notes
Fire extinguishers in place, accessible and undamaged; service label in date	☐	☐	☐	
Fire alarm panel shows normal status, with no fault or disabled zones	☐	☐	☐	
Emergency lighting fittings present and undamaged; none showing a fault	☐	☐	☐	
Fire doors close fully on their own and are not wedged open	☐	☐	☐	
Escape routes and exits clear, unlocked and signed	☐	☐	☐	
Next contractor inspection or service date for each system noted	☐	☐	☐	

Visual checks only. Inspection, testing and servicing of fire and life safety systems must be carried out by a qualified contractor at the intervals required by local regulations. Report any fault to them straight away.

7 Building fabric and common areas

Task	OK	Attention	N/A	Notes
Doors, windows and access points open, close and lock correctly	☐	☐	☐	
Walls, ceilings and floors show no new cracks, stains or trip hazards	☐	☐	☐	
Accessible roof areas: drains clear, no ponding water or damaged membranes	☐	☐	☐	
Common-area lighting and signage working and visible	☐	☐	☐	
Signs of water damage: none, or recorded with a photo and location	☐	☐	☐	

8 Readings and measurements

Asset / location	Reading	Value	Unit

For example: AHU-02, supply air temperature, 14, °C · Pump P1, discharge pressure, 3.2, bar.

Parts and materials used	Qty	Asset / notes

Findings and follow-up work

Defect / follow-up action	Priority	Owner	Due date

Priority: Urgent, Next visit or Monitor. Every defect needs an owner and a due date.

Photos taken	☐ Before	☐ After	☐ Defects	☐ None

Technician name and signature	Client / site contact name and signature
Supervisor review: name and signature	Date reviewed

General preventive maintenance schedule

Frequency	Typical tasks
Daily	Walk-round checks for leaks, alarms, safety hazards and anything unusual
Weekly	Equipment condition, lighting, common areas and basic system checks
Monthly	HVAC filters, electrical and plumbing checks, fire safety visual checks
Quarterly	Deeper equipment inspections, cleaning, testing and performance checks
Every six months	Major system servicing and component checks
Annually	Full inspections, servicing and a review of the year's maintenance

General guide only. Manufacturer schedules, maintenance contracts and local regulations take priority. Fire and life safety intervals are set locally and carried out by qualified contractors.

Run every site's checklist on your phone

With Zentid, technicians complete checklists, add photos and capture signatures on site, and maintenance contracts keep recurring visits scheduled so nothing is missed.

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