

Risk Control: Maintenance Checklist for the Non-Facilities Manager

Due to limited staffing and tight budgets many public entity employees are required to wear the hat of a Facility Manager without the training or experience on how to do so properly and proactively. The following checklist is meant to be a starting point for those individuals. Please keep in mind that all equipment can differ in terms of the type and frequency of maintenance required. It is best to establish a maintenance contract with professionals when possible to perform routine maintenance. Consult with them on what is needed and enter it under the Inspection Item column to remind you to ensure the service has been provided and completed.

Entity Name:	Employee Name:								Date of Inspection: __ / __ / __				
Inspection Item	Frequency	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
For flat roofs, inspect the roof using the roof inspection checklist for damage and to ensure drains and gutters are clear.	Twice a year, preferably in the Spring & Fall												
For pitched roofs, visually inspect the roofline, gutters and any visible damage from the ground.	Twice a year, preferably in the Spring & Fall												
Replace furnace filters (depending on the type you have it could be monthly or annually)	Check with Service Tech												
Hire an HVAC technician to service your HVAC system	Twice a year												
Hire a plumber to service your hot water heater, fixtures, etc.	Annually												
Hire a technician to service your generator (test your generator on a monthly basis)	Annually												
Hire a sprinkler service technician to test and inspect your sprinkler system	Annually												
Have an electrician check your system to ensure it is working safely and effectively	3-5 years												
Check smoke detectors and fire extinguishers to make sure they are working effectively.	Monthly												
Test your fire alarms (trouble codes) and security alarms with your monitoring service.	Monthly												
Following snow storms, monitor the roofs for snow load issues and ice dams, remove snow as needed	As Needed												
During cold spells, turn the heat up on weekends to prevent pipe freeze ups	As Needed												
Comments:													

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