

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	June	July	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													
Conduct your own self inspection to look for general safety issues around your building (use the Trident sample checklist)	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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