| Daily Preventative Maintenance Checklist | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1  0 | 1  1 | 1  2 | 1  3 | 1  4 | 1  5 | 1  6 | 1  7 | 1  8 | 1  9 | 2  0 | 2  1 | 2  2 | 2  3 | 2  4 | 2  5 | 2  6 | 2  7 | 2  8 | 2  9 | 3  0 | 3  1 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Check Emergency Systems Inspect & test emergency lighting, fire alarm systems, and emergency call systems to ensure they are functioning properly; test door alarm system; exit door egress maintained in good working order, exits marked with lighted sign, exit route maps posted |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Communication Systems Test nurse call systems, intercoms, and telephones to ensure clear communication between residents and staff; audit call light system |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disposal Waste containers covered, not overflowing, trash emptied daily; no overflowing sharps containers, sharps appropriately discarded; dumpster checked |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Doors & Windows Inspect doors, windows, and locks for proper functioning & security; lubricate hinges and locks if necessary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Electrical Systems Inspect electrical panels, outlets, and switches for any signs of damage; test backup power systems |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Elevator Maintenance Inspect elevators for proper operation, including door sensors, emergency buttons, and leveling; test emergency phones and ensure all safety features are functional |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Equipment Maintenance Inspect & maintain any equipment used in the facility, such as medical devices, elevators, wheelchairs, & mobility aids |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Examine Wall & Ceiling Surfaces Inspect walls & ceilings for any damage, cracks, holes, penetrations, or peeling paint; repair and repaint as needed to maintain a clean and pleasant environment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Exterior Maintenance Inspect the exterior of the building, including the roof, gutters, downspouts, and landscaping, clear any debris and ensure proper drainage; check sidewalks, ramps, and parking lots for any cracks, potholes, or other hazards; repair or report any issues to prevent accidents; remove snow from all exits and sidewalks out to the street or parking lot; inspect outdoor recreational areas for any hazards or damaged structures; address any issues promptly to ensure resident safety; grounds clean, free of trash; lawn/landscaping well maintained; walkways clear of gravel/debris and trip hazards; ensure corridors and exits are clear and unobstructed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Flooring Check for any loose or damaged floor tiles, carpeting, or other flooring materials; repair or replace as needed to prevent tripping hazards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Furniture & Fixtures Inspect furniture, fixtures, and fittings for any signs of damage; repair or replace as needed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Handrails & Grab Bars Check handrails & grab bars in corridors, stairwells, and bathrooms for stability and proper installation; tighten any loose fittings and replace damaged handrails or grab bars |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| HVAC System Check heating, ventilation, and air conditioning systems for proper operation; replace air filters as needed; check room temperatures for comfort |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kitchen Equipment Check and maintain kitchen appliances; test their functionality, clean filters, and address any malfunctions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Laundry Equipment Inspect and maintain laundry machines; clean lint traps, check for leaks, and ensure proper operation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lighting Inspect & replace light bulbs as needed; check lighting fixtures for any signs of damage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Medical Equipment Inspect & maintain medical equipment, such as oxygen tanks, patient lifts, blood pressure monitors, and medical beds; test their functionality and ensure they are clean and in good working condition |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pest Control Monitor for signs of pests, such as insects or rodents to keep facility free of roaches, flies, mice & other vermin; take preventive measures, such as sealing cracks and crevices, to prevent infestations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plumbing Inspect plumbing fixtures, pipes, and drains for leaks, clogs, or other issues; test faucets, toilets, and showers for proper function |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Regular Cleaning Ensure that common areas, hallways, and restrooms are clean and well-maintained; coordinate with the cleaning staff to address any maintenance issues |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review Maintenance Logs Check maintenance logs from previous days to verify that all scheduled tasks were completed and follow up on any outstanding issues; review work orders |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Safety Equipment Check and test safety equipment, including fire extinguishers, smoke detectors, and carbon monoxide detectors to ensure they are in good working condition |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Security Systems Test security cameras, access control systems, and alarms to ensure they are functioning properly |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Utility & Storage Rooms Keep utility & storage rooms locked, clean, organized & proper storage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Water Temperature and Quality Monitor water temperature & quality to ensure compliance with health and safety regulations; regularly check hot water systems and maintain water heaters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wheelchair Accessibility Ensure that wheelchair ramps, lifts, and door openers are functioning properly and free of obstructions; test their operation and address any issues promptly |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| Weekly Preventative Maintenance Checklist | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
| --- | --- | --- | --- | --- | --- |
| Generator Test Must be tested for 30 minutes weekly, under load, once/month. Enter date.  Record hour reading monthly from meter. |  |  |  |  |  |
| Emergency Lighting Battery packs must be tested to ensure proper functioning. Enter date. |  |  |  |  |  |
| Nurse Call System Annunciation in room, hall, nurses station, entire system. Enter date. |  |  |  |  |  |
| Laundry Dryer Cleaning Clean burners and rear of dryers weekly. Enter date. |  |  |  |  |  |
| Battery Powered Smoke Detectors Make sure they are operating properly. Change batteries annually. Enter date. |  |  |  |  |  |

| Monthly Preventative Maintenance Checklist | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fire Drills Must be held once per month per shift. Enter dates and times. |  |  |  |  |  |  |  |  |  |  |  |  |
| Eye Wash Station Caps are on and stations operating properly. Enter date. |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire Extinguishers Check seals and gauges. Initial and date. |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire Door Inspection Hold open devices work properly and doors close properly. Enter date. |  |  |  |  |  |  |  |  |  |  |  |  |

| Quarterly Preventative Maintenance Checklist | 1 | 2 | 3 | 4 |
| --- | --- | --- | --- | --- |
| Fire Alarm Enter date system inspected by contractor. |  |  |  |  |
| Sprinkler System Enter date system inspected by contractor. |  |  |  |  |