

Maintenance Checklist

A general maintenance checklist for keeping facilities and equipment in safe working order.

Plan and prepare

- ☐ List the buildings, systems and equipment that need maintenance.
- ☐ Set the inspection frequency for each asset.
Follow manufacturer intervals and your organization's procedures.
- ☐ Gather manuals, service histories and asset records.
- ☐ Confirm spare parts, consumables and tools are in stock.
- ☐ Assign tasks to qualified staff or contractors.
- ☐ Review safety requirements and permits before starting.

Safety and lockout

- ☐ Wear the required personal protective equipment.
- ☐ Isolate energy sources and apply lockout/tagout before work.
- ☐ Verify equipment is fully de-energized before servicing.
- ☐ Check emergency stops, guards and interlocks operate correctly.
- ☐ Test fire alarms, extinguishers and emergency lighting.
- ☐ Confirm first aid kits and spill kits are stocked and accessible.

Equipment and machinery

- ☐ Inspect machines for wear, damage, leaks and corrosion.
- ☐ Check belts, chains, bearings and moving parts for wear.
- ☐ Lubricate components per the manufacturer's schedule.
- ☐ Clean filters, vents and cooling systems.
- ☐ Check fluid levels and top up or replace as needed.
- ☐ Test equipment under normal operating conditions.
- ☐ Calibrate instruments and gauges where required.

Building and grounds

- ☐ Inspect roofs, walls, doors and windows for damage.
- ☐ Check floors, stairs and walkways for trip and slip hazards.
- ☐ Test lighting and replace failed lamps.
- ☐ Inspect plumbing for leaks and check water systems.
- ☐ Check HVAC operation and replace air filters.
- ☐ Keep entrances, exits and grounds clear and well maintained.

Electrical and utilities

- ☐ Inspect electrical panels, cables and outlets for damage.
- ☐ Check for overheating, loose connections or burning smells.
- ☐ Test backup generators and uninterruptible power supplies.
- ☐ Verify metering and monitoring systems are working.
- ☐ Inspect compressed air, gas and water utilities for leaks.
- ☐ Confirm only qualified electricians work on live systems.

Records and follow-up

- ☐ Record each task, the date and who completed it.
- ☐ Log any faults, readings and parts replaced.
- ☐ Raise work orders for repairs that cannot be done immediately.
- ☐ Track recurring issues to plan replacements or upgrades.
- ☐ Update service histories and asset records.
- ☐ Review the maintenance schedule and adjust intervals as needed.