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.
  Stocking filters, lubricants, and common seals beforehand avoids unexpected machine downtime during servicing.
- [ ] 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.
  Place personal padlocks and danger tags on all main switches, valves, and mechanical energy isolators.
- [ ] Verify equipment is fully de-energized before servicing.
- [ ] Check emergency stops, guards and interlocks operate correctly.
  Physically test e-stop buttons and interlock switches to verify power cuts out instantly when tripped.
- [ ] 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.
  Avoid over-greasing; excess lubricant damages bearing seals and attracts dirt that accelerates wear.
- [ ] 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.
  Use thermal imaging or non-contact thermometers to detect loose connections before electrical failure occurs.
- [ ] 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.
  Include clear fault photos, equipment tags, and urgency levels so repair teams can prioritize effectively.
- [ ] Track recurring issues to plan replacements or upgrades.
- [ ] Update service histories and asset records.
- [ ] Review the maintenance schedule and adjust intervals as needed.