

Preventative Maintenance Checklist

Weekly

Please initial and date with time upon completion of each item checked.

<i>Week ending:</i>						
Check gauge on fire extinguishers.						
Check smoke detectors.						
Water all shrubs and trees (if it hasn't rained that week).						
Drain water from air compressor.						
Blow down boiler.						
Check plumbing in all commodes.						
Check all sinks for leaks.						
Pour water in bathroom floor drains.						
Cut grass.						
Check lights – fluorescent/incandescent.						