

FIELD PROMAX

Commercial Building Preventive Maintenance Checklist

ASHRAE Standard 180-2018 | OSHA 1910.147 | NFPA 25 | NFPA 72 | NFPA 70B

PROPERTY & INSPECTION INFORMATION

Building Name:	_____	PM Period:	_____
Building Address:	_____	Inspection Date:	_____
Lead Technician:	_____	Work Order No.:	_____
Dispatcher / Office:	_____	Date Submitted:	_____

HOW TO USE THIS CHECKLIST

STATUS CODES	P = Pass (complete, no issues) F = Fail (issue found — open corrective W/O before leaving site) N/A = Not applicable
CONDITION NOTES	"Belt showing 30% wear" is data. "OK" is not. Always record what you observed, not just pass or fail.
WORK ORDERS	Any F status must generate a corrective work order before you leave the site. Log the W/O number in the Notes column.
FREQUENCY COLOURS	Each task is colour-coded by frequency band. Due dates are set per asset in Field Promax — this PDF is your field execution record.

FREQUENCY COLOUR LEGEND

Daily	Weekly	Monthly	Quarterly	Seasonal	Semi-Annual	Annual	3-5 Years	Post-Storm
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1. HVAC SYSTEMS

Regulatory ref: ASHRAE Standard 180-2018 | EPA Section 608

						Notes /
Task Description	Freq	Assigned To	Date	Status P/F/N/A	Condition Observed	
<input type="checkbox"/> Inspect or replace air filters per OEM spec	Monthly					
<input type="checkbox"/> Check and calibrate all thermostats and sensors	Monthly					
<input type="checkbox"/> Inspect drain pans — clear standing water and flush	Monthly					
<input type="checkbox"/> Listen for unusual noises or vibration at all air handlers	Monthly					
<input type="checkbox"/> Clean evaporator and condenser coils	Quarterly					
<input type="checkbox"/> Verify refrigerant charge levels; inspect for leaks (EPA Sec. 608)	Quarterly					
<input type="checkbox"/> Inspect belts and pulleys for wear; adjust tension	Quarterly					
<input type="checkbox"/> Test and inspect all economizer dampers	Quarterly					
<input type="checkbox"/> Clear condensate drain lines and flush condensate pans	Quarterly					
<input type="checkbox"/> Full system tune-up before peak heating/cooling season	Seasonal					
<input type="checkbox"/> Inspect heat exchangers for cracks or corrosion	Seasonal					
<input type="checkbox"/> Test cooling towers for scale buildup and biological growth	Seasonal					
<input type="checkbox"/> Professional duct inspection and cleaning assessment	Annual					
<input type="checkbox"/> Test all safety controls, limit switches, and safeties	Annual					
<input type="checkbox"/> Verify EPA 608 refrigerant documentation and recordkeeping	Annual					

2. ELECTRICAL SYSTEMS

Regulatory ref: NFPA 70B | OSHA 1910.147 (lockout/tagout)

						Notes /
Task Description	Freq	Assigned To	Date	Status P/F/N/A	Condition Observed	
<input type="checkbox"/> Test all GFCI outlets and circuit breakers for proper trip	Monthly					
<input type="checkbox"/> Test emergency lighting systems — full 90-second discharge	Monthly					
<input type="checkbox"/> Inspect electrical panel covers for heat, scorch, or odour	Monthly					
<input type="checkbox"/> Inspect all distribution panels and junction boxes	Quarterly					
<input type="checkbox"/> Test emergency power systems — generators and UPS units	Quarterly					
<input type="checkbox"/> Check all outdoor lighting fixtures for moisture or physical damage	Quarterly					
<input type="checkbox"/> Full electrical inspection by licensed electrician	Annual					
<input type="checkbox"/> Thermographic (infrared) scan of all panels and switchgear	Annual					
<input type="checkbox"/> Verify all grounding systems and bonding connections	Annual					
<input type="checkbox"/> Full building wiring system review per NFPA 70B by licensed electrician	3-5 Years					

3. PLUMBING SYSTEMS

Regulatory ref: Local plumbing code | Backflow certification required

						Notes /
Task Description	Freq	Assigned To	Date	Status P/F/N/A	Condition	Observed
<input type="checkbox"/> Inspect for visible leaks at all fixtures, supply lines, and P-traps	Monthly					
<input type="checkbox"/> Test water pressure at key zones throughout the building	Monthly					
<input type="checkbox"/> Flush all floor drains to prevent dry traps and sewer gas	Monthly					
<input type="checkbox"/> Backflow prevention device testing (legally mandated in most states)	Quarterly					
<input type="checkbox"/> Inspect water heater anode rods for depletion	Quarterly					
<input type="checkbox"/> Test sump pumps and float switches; verify discharge path	Quarterly					
<input type="checkbox"/> Drain camera inspection of main lines (buildings 15+ years old)	Annual					
<input type="checkbox"/> Pressure test fire sprinkler system supply lines	Annual					
<input type="checkbox"/> Test hot water mixing valves; review Legionella risk management plan	Annual					

4. ROOFING & BUILDING ENVELOPE

Regulatory ref: NRCA Guidelines | Post-storm trigger regardless of schedule

						Notes /
Task Description	Freq	Assigned To	Date	Status P/F/N/A	Condition	Observed
<input type="checkbox"/> Clear all roof drains, scuppers, and gutters of debris	Quarterly					
<input type="checkbox"/> Inspect flashing at all penetrations, curbs, and parapet walls	Quarterly					
<input type="checkbox"/> Check membrane for blistering, ponding water, or punctures	Quarterly					
<input type="checkbox"/> Inspect sealants at all rooftop equipment penetrations	Semi-Annual					
<input type="checkbox"/> Check fascia and soffit for moisture damage or wood rot	Semi-Annual					
<input type="checkbox"/> Inspect weatherstripping at all exterior doors and windows	Semi-Annual					
<input type="checkbox"/> Full professional roof inspection per NRCA guidelines	Annual					
<input type="checkbox"/> Review waterproofing integrity at all below-grade areas	Annual					
<input type="checkbox"/> Inspect parking deck membranes and expansion joints	Annual					
<input type="checkbox"/> Emergency inspection after hail, high-wind, or heavy snow event	Post-Storm					

5. FIRE SAFETY & LIFE SAFETY

Regulatory ref: NFPA 72 | NFPA 25 | Mandatory certified contractor

						Notes /
Task Description	Freq	Assigned To	Date	Status P/F/N/A	Condition	Observed
<input type="checkbox"/> Test fire alarm pull stations at each floor and zone	Monthly					
<input type="checkbox"/> Verify sprinkler heads clear — 18-inch clearance maintained	Monthly					
<input type="checkbox"/> Inspect fire extinguisher pressure gauges, tags, and seals	Monthly					
<input type="checkbox"/> Test all emergency exit and egress lighting fixtures	Monthly					
<input type="checkbox"/> Test fire suppression system flow switches and tamper switches	Quarterly					
<input type="checkbox"/> Inspect all fire doors — closure, latching, hardware, and signage	Quarterly					
<input type="checkbox"/> Full fire alarm system test per NFPA 72 by certified contractor	Annual					
<input type="checkbox"/> Sprinkler system inspection and certification per NFPA 25	Annual					
<input type="checkbox"/> Fire pump annual flow and pressure test by certified contractor	Annual					
<input type="checkbox"/> Emergency generator full-load operational test (minimum 2 hours)	Annual					

6. ELEVATORS & VERTICAL TRANSPORT

Regulatory ref: State/provincial licensed inspection required — no exceptions

						Notes /
Task Description	Freq	Assigned To	Date	Status P/F/N/A	Condition	Observed
<input type="checkbox"/> Test elevator emergency communications systems	Monthly					
<input type="checkbox"/> Inspect cab interior — lighting, ceiling, floor, panel, and signage	Monthly					
<input type="checkbox"/> Check door operation, alignment, and all door safety sensors	Monthly					
<input type="checkbox"/> Full safety inspection by state/provincial certified elevator contractor	Annual					
<input type="checkbox"/> Lubrication of guide rails, sheaves, and all drive machinery	Annual					
<input type="checkbox"/> Verification and testing of all elevator safety devices	Annual					

7. PEST CONTROL & EXTERIOR GROUNDS

Regulatory ref: Licensed IPM contractor required for all treatments

						Notes /
Task Description	Freq	Assigned To	Date	Status P/F/N/A	Condition	Observed
<input type="checkbox"/> Inspect building perimeter for rodent and insect entry points	Monthly					
<input type="checkbox"/> Check all exterior lighting fixtures for outages	Monthly					
<input type="checkbox"/> Clear storm drain grates of leaves, debris, and sediment	Monthly					
<input type="checkbox"/> Licensed integrated pest management (IPM) treatment	Quarterly					
<input type="checkbox"/> Inspect parking lot pavement for cracks and trip hazards	Quarterly					
<input type="checkbox"/> Check exterior signage, awnings, and lighting bracket integrity	Quarterly					
<input type="checkbox"/> Pavement sealing and line restriping of all parking areas	Annual					
<input type="checkbox"/> Deep inspection of landscaping drainage and irrigation systems	Annual					
<input type="checkbox"/> Replace all weathered exterior caulking and perimeter sealants	Annual					

8. SECURITY & ACCESS CONTROL*Regulatory ref: Licensed security contractor required for annual audit*

						Notes /
	Task Description	Freq	Assigned To	Date	Status P/F/N/A	Condition Observed
<input type="checkbox"/>	Test all access control card readers and keypads	Monthly				
<input type="checkbox"/>	Review all camera coverage zones; clean lens surfaces	Monthly				
<input type="checkbox"/>	Confirm alarm system backup battery charge and health	Monthly				
<input type="checkbox"/>	Full test of intrusion detection and perimeter alarm systems	Quarterly				
<input type="checkbox"/>	Review access logs for anomalies or unauthorised entry attempts	Quarterly				
<input type="checkbox"/>	Test all panic buttons and duress alarm devices	Quarterly				
<input type="checkbox"/>	Full security system audit by licensed contractor	Annual				
<input type="checkbox"/>	Update firmware on all networked security devices	Annual				
<input type="checkbox"/>	Review and update all access authorisation lists	Annual				

9. INDUSTRIAL PREVENTIVE MAINTENANCE CHECKLIST

OSHA 1910.179 | ASME Standards | EPA Environmental Compliance

Use for light-industrial facilities, manufacturing sites, and warehouse distribution centres. Industrial assets run under higher continuous load — daily and weekly checks are mandatory, not optional.

						Notes /
Task Description	Freq	Assigned To	Date	Status P/F/N/A	Condition Observed	
[] Visual inspection of all production-critical equipment — vibration, heat, noise	Daily					
[] Check fluid levels: hydraulic systems, compressors, and coolant loops	Daily					
[] Verify all safety interlock systems are armed and fully operational	Daily					
[] Log equipment run hours and all anomalous behaviour in the CMMS	Daily					
[] Lubrication of all rotating equipment per OEM specifications	Weekly					
[] Inspect compressed air system filters and dryer performance	Weekly					
[] Test all safety equipment — pressure relief valves and emergency stops	Weekly					
[] Review prior week work order completion rate; flag any overdue items	Weekly					
[] Vibration analysis on all critical motors and pumps	Monthly					
[] Review electrical panel loads against original design capacity	Monthly					
[] Inspect dust collection systems; replace filters per air quality standards	Monthly					
[] Full inspection of drive components — gearboxes, couplings, shaft alignment	Quarterly					
[] Thermographic scan of all motor control centres and main switchgear	Quarterly					
[] Boiler and pressure vessel inspection per ASME standards	Quarterly					
[] Full reliability audit — compare asset uptime against manufacturer MTBF	Annual					
[] Crane and hoist certification per OSHA 1910.179 by licensed inspector	Annual					
[] Environmental compliance review — air emissions, wastewater, chemical storage	Annual					

COMPLETION & DOCUMENTATION SIGN-OFF

Tasks Completed:	_____	Tasks Failed (F):	_____	Corrective W/Os Opened:	_____
Lead Tech Signature:	_____	Print Name:	_____		_____
Office / Dispatcher Signature:	_____	Date Reviewed:	_____		_____
Customer Signature (optional):	_____	Date:	_____		_____

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