

Preventative Maintenance Checklist



Year: _____		Month Completed											
		1	2	3	4	5	6	7	8	9	10	11	12
Monthly													
Equipment	Ensure all weekly forklift checklist for the month have been turn in to the main office.												
Facility - Exterior	Visually check for any damages to exterior and signage.												
Facility - Interior	Visually check for any damages to interior walls.												
Foundation	Monitor for cracking.												
Facility - man doors	Visually check for damages in door seals on all man doors.												
Quarterly													
Facility - Air filters	Change air filters												
Every 6 Months													
Facility - overhead and dock doors	Oil all overhead doors including dock doors. Verify they are in proper working order.												
Yearly													
Dock	Check/Service dock levelers												
Facility - Fire Extinguishers	Service by contracted company												
Facility - AC Units	Check/Service all AC units including the office window unit												
Every 2 Years													
Facility - Roof and Skylights	Clean debris and check for any repairs needed.												
Facility - Lafayette Generator	Change motor oil and filter 2019, 2021, _____, _____, _____, _____ Done												
Submit work order request for necessary repairs as needed.													
ALWAYS: Let QA and/or Management know if you are unable to complete a task.													