



Preventative Maintenance Tips

Building Exterior

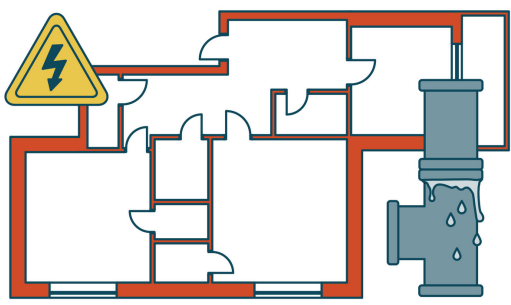


Assessing your building's exterior and repairing any areas that need fixing can help prevent weather damage and reduce the risk of costly exterior or foundational damage.

Below are a few areas of your building's exterior to check when performing preventative maintenance:

- Check the condition of the exterior walls.
- Look for broken windows, doors, and railings.
- Clean drains and gutters on the roof; test downspouts and drains by flushing them with water.
- Examine the condition of the sidewalk, driveway, and parking lot.
- Check the storm drains.

Building Interior

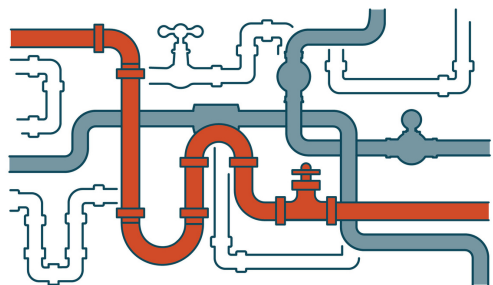


When assessing your building's interior, your goal should be to **review anything that is used on a regular basis to reduce hazards**. Checking general equipment, common areas, and signage is a great place to start.

Below are a few areas of your building's interior to check when performing preventative maintenance:

- Examine the floors, ceilings, and walls for evidence of deterioration.
- Check for evidence of leaks.
- Inspect for safety hazards, including electrical hazards, slipping and tripping hazards, and falling hazards.
- Check the condition and operation of toilets and showers.
- Check fire extinguishers and any fire fighting equipment.
- Check doors for proper operation and make sure exits are not obstructed.

Plumbing

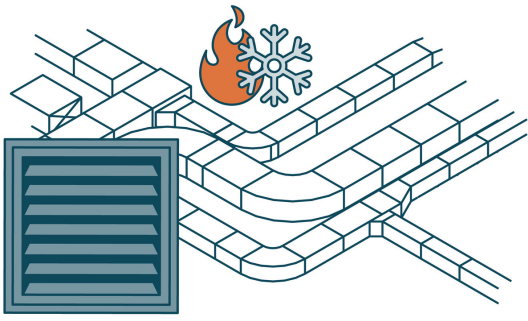


Regularly checking for plumbing leaks can help reduce monthly utility bills and the risk of costly water damage within your building.

To avoid major plumbing problems, here's a quick list of routine checkups to incorporate into your preventative maintenance checklist:

- Inspect all plumbing for any leaks or unusual noises yearly.
- Fire test water heaters and boilers periodically.
- Make sure adequate hot and cold running water is available in all sinks and faucets.
- Ensure sink traps and building traps are clean to prevent slow drainage.

HVAC



Regularly switching out dirty filters is one of the simplest ways to ensure your HVAC systems work efficiently. It can also **reduce wasted energy costs by 5-10%**.

Below are a few areas of your HVAC system to check when performing preventative maintenance:

- Change air filters monthly or biannually.
- Check if drain pans are draining properly.
- Check flexible duct connectors for cracks and leaks.
- Check for screws, latches, and gaskets in need of repair or replacement.
- Check pumps; bearings must be lubricated once a year.
- Make sure all guards and access panels remain secure.
- Check operation of interior and exterior units.
- Ensure the thermostat is working properly.

Lighting



It's easy to tell when a lighting fixture or system is not working, but it's best to not wait until the problem occurs. It's hard to do just about any job without light, so **getting ahead of lighting issues with periodical checkups** can ensure your employees and production line both work efficiently.

Look over the list below for recommendations on tasks to add to your routine maintenance list:

- Inspect cables of exterior lights as well as screws and other hardware.
- Maintain lighting performance by dusting lamps and lens surfaces.
- Ensure any used bulbs that contain mercury or lead are safely stored.
- Make sure all lighting is properly installed and functioning.

Safety



Checking building safety is not just a smart idea, it's a requirement by law. If you don't make it a part of your preventative maintenance procedures, you risk putting both your building and employees in danger.

Look over the list below for recommendations on tasks to add to your routine maintenance list:

- Make sure extinguishers are visible and accessible.
- Review fire escapes and stairs. They should be free of obstructions.
- Make sure chemicals are disposed of according to the instructions.
- Ensure chemical products are sealed, clearly labeled, and stored.
- Check to see if first aid kits are well-stocked.
- Test the fire alarm system.