

# Attachment 1: Example Preventive Maintenance Schedule

***It is highly recommended that schools have a preventive maintenance schedule. Edit this example according to operational needs of each school building. Consult your HVAC contractor, HVAC vendors, flooring manufacturer, cleaning product vendor, facility staff, etc.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Daily*** | ***Weekly*** | ***3 Months*** | ***6 Months*** | ***Yearly*** | ***2 Years*** | ***As Needed*** |
| ***AIR HANDLING UNITS*** |  |  |  |  |  |  |  |
| ***Intake unobstructed***  |  |  | ***x*** |  |  |  |  |
| ***Air Flows In*** |  |  | ***x*** |  |  |  |  |
| ***No Pollutant Sources Nearby*** |  |  | ***x*** |  |  |  |  |
| ***Intake Dampers Operational*** |  |  | ***x*** |  |  |  |  |
| ***Outdoor Damper Open (at least 10%)*** |  |  | ***x*** |  |  |  |  |
| ***Filters Replaced/Fitted Properly*** |  |  | ***x*** |  |  |  |  |
| ***Excess Moisture (e.g., drain pans)*** |  |  | ***x*** |  |  |  |  |
| ***Cleanliness***  |  |  | ***x*** |  |  |  |  |
| ***Belts*** |  |  |  |  | ***x*** |  |  |
| ***Lubrication*** |  |  |  |  | ***x*** |  |  |
| ***Cleaning of Heating & Cooling Coils*** |  |  |  |  | ***x*** |  |  |
| ***Cleaning of Drainage Areas*** |  |  |  |  | ***x*** |  |  |
| ***Calibration of Sensors & Controls*** |  |  |  |  |  | ***x*** |  |
| ***Cleaning of Ductwork*** |  |  |  |  |  |  | ***x*** |
| ***Airflow Balancing*** |  |  |  |  |  |  | ***x*** |
| ***Remove Snow: Intakes, Exhaust, Stacks*** |  |  |  |  |  |  | ***x*** |
| ***LOCAL EXHAUST SYSTEMS*** |  |  |  |  |  |  |  |
| ***Functional*** |  |  |  |  | ***x*** |  |  |
| ***Correct Air Direction***  |  |  |  |  | ***x*** |  |  |
| ***Rooftop Fans Undamaged & Unobstructed*** |  |  |  |  | ***x*** |  |  |
| ***Proper Exhaust Air Volume*** |  |  |  |  |  | ***x*** |  |
| ***GENERAL BUILDING CLEANING*** |  |  |  |  |  |  |  |
| ***Garbage removal*** | ***x*** |  |  |  |  |  |  |
| ***Carpet and Hard Floors (vacuum/dust)*** | ***x*** |  |  |  |  |  |  |
| ***Hard Floors (wet mop)*** |  | ***x*** |  |  |  |  |  |
| ***Tables***  |  | ***x*** |  |  |  |  |  |
| ***Entry Mats***  |  | ***x*** |  |  |  |  |  |
| ***Cushions & Upholstered Furniture*** |  |  | ***x*** |  |  |  |  |
| ***Shelves, & Cupboard Tops*** |  |  | ***x*** |  |  |  |  |
| ***Ventilation Diffusers*** |  |  | ***x*** |  |  |  |  |
| ***Provide Rooms All-purpose Green Cleaner*** |  |  | ***x*** |  |  |  |  |
| ***Check & Maintenance Vacuum Cleaners*** |  |  | ***x*** |  |  |  |  |
| ***Deep Clean Carpets & Re-finish Hard Floors*** |  |  |  | ***x*** |  |  |  |
| ***Spot Deep Clean Small Spills/Stains*** |  |  |  |  |  |  | ***x*** |
| ***OTHER*** |  |  |  |  |  |  |  |
| ***Fill/Flush: floor drains, unused sinks & toilets***  |  | ***x*** |  |  |  |  |  |
| ***Thermostats Functional*** |  |  | ***x*** |  |  |  |  |
| ***Check Leaks: ceiling, plumbing, roof, exterior*** |  |  | ***x*** |  |  |  |  |
| ***Check Hazardous Chemicals Storage*** |  |  |  |  | ***x*** |  |  |
| ***Replace Stained Ceiling Tiles*** |  |  |  |  | ***x*** |  | ***x*** |

***Your preventive maintenance schedule could include checking:***

1. ***Light fixtures for burnt-out lamp ballasts***
2. ***Proper shielding of outdoor air intakes to prevent entry of wind driven rain and snow***
3. ***Cleaning outdoor air intakes (leaves, cotton wood seeds, etc)***
4. ***Fresh air supply rates and comparing to design specifications, to see whether the HVAC system is delivering adequate fresh air for the space and number of people it serves***
5. ***Fresh air supply intake more frequently, to see if dampers closed or turned off***
6. ***Unit ventilators more frequently than other ventilation equipment to see if cleaning should be done more often (such as every month)***
7. ***Air supply and return vents in rooms not blocked or covered***
8. ***Chemicals in rooms that may not be allowed (eg, mercury, pesticides, unapproved cleaning products and art supplies)***
9. ***Rooms for excess clutter, personal furnishings, plants, and animals not permitted, pests, signs of pests (if more than yearly needed, or can be done yearly with annual evaluation)***
10. ***Plumbing hardware for inappropriate sizing***
11. ***Landscaping and grounds operations (such as presence of mud at building entrances, sloping land away from buildings, pest entry points, grass clippings discharged into unit vents)***
12. ***Attic insulation and ventilation to keep the attic tempered, and reduce the problem of ice dams on the roof***
13. ***Different areas seasonally (create a different checklist for each season)***

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To obtain this information in a different format, call: 651-201-4933