



School Board of Brevard County

1254 S. Florida Avenue, Rockledge, FL 32955

MONTHLY PREVENTATIVE MAINTENANCE CHECK SHEET:

The following check sheet will be filled out monthly by the Head Custodian.

Date _____

School _____

Month of _____

Preventative Maintenance Action	Adequate	Deficient
1. All air conditioning filters inspected and replaced within defined time.		
2. All emergency lighting inspected and operational		
3. All exit lighting inspected and operational		
4. All playground equipment inspected and operational		
5. All sidewalks inspected and free of cracks and/ or damage		
6. All fence lines and trees inspected, free of hanging branches or hazards		
7. All lawn equipment inspected and properly maintained and serviced		
8. All driveways inspected and free of pot holes or damage		
9. All door closures inspected and in proper working order		
10. All door stops inspected and catch devices in proper working order		
11. All panic hardware, hinges and door knobs inspected and in proper working order		
12. All room numbers and emergency evacuation charts present		
13. All lighting in proper working order		
14. All ceiling tiles and t-bars in place and free of evidence of water damage		
15. All time clocks with proper time settings		
16. Roof free of debris and damage		
17. All roof drains inspected and free of clogs and debris		
18. All flooring inspected and properly maintained		
19. All restroom fixtures inspected and in working order		
20. Fire alarm system tested and in proper working order (Pull Station Location)		
21. All fire extinguishers in proper working order and present		

Monthly Preventative Maintenance Check Sheet
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Preventative Maintenance Action	Adequate	Deficient
22. All tools and equipment inspected for proper storage and working order		
23. Floor drains and traps inspected and filled with water		
24. Floor tile, ceramic tile and wall tile inspected and free of breakage		
25. Gas shut offs, valves, water gate valves, pumps and cooling towers inspected and free of unusual damage or sounds		
26. Electrical outlets inspected for loose receptacles and plates		
27. Integrated Pest Management procedures accomplished		
28. Energy Conservation measures taken this month		

All noted deficiencies may result in a work order being processed. Provide a preventative maintenance action summary for any line item that receives a deficient rating.

Item #	Preventative Maintenance Action Summary	Date	W/O #