



Oxford Safety  
Components

INNOVATIVE PATENTED SAFETY SOLUTIONS

## Facilities Maintenance Checklist

<b>Roofing</b>	<b>Checked</b>
Check the roof surface for any cracks or wear - If the roof is metal, check for corrosion.	
Clear debris - including from gutters and drains.	
Inspect and maintain solar panels.	
Repair roof membrane protection.	
Ensure guardrails and barriers are all in a good condition.	
<b>HVAC</b>	<b>Checked</b>
Inspect cooling towers.	
Check/lubricate pumps.	
Replace air filters once a month.	
Check condenser coil.	
<b>Plumbing</b>	<b>Checked</b>
Check water boosters and pumps.	
Clear debris - including from gutters and drains.	
Inspect pipes to find any leaks.	
Hire a plumber to inspect water heaters and boilers.	
Replace any refrigerants and oils where needed.	



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<b>Lighting</b>	<b>Checked</b>
Inspect lights and ensure they are all functional.	
Inspect power source for lights.	
Ensure all lights are putting out the same colour temperature.	
Clean lights to keep them bright.	
<b>Other</b>	<b>Checked</b>
Have a licenced electrician inspect electrical systems according to manufacturer specification.	
Check doors and windows regularly for wear and tear.	
Ensure fire safety equipment is available and usable.	