



Preventive Maintenance list V15:6JUN20

Work Order: _____

Building: _____ Room: _____

Date: _____






Employee: _____

The undersigned Employee of this Preventive Maintenance list hereby (1) attests to the accuracy of the information that he has provided herein; (2) acknowledges that same information may be audited from time-to-time; and (3) acknowledges that disciplinary action may ensue if any information herein is misrepresented, falsified, altered &/ contradicts GCC's policies.




DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
External Wall Surfaces	Remove all obstructions, eyesores, debris & trash			
	Are surfaces clean from algae, graffiti, etc.			
	Cracks & crevices present?			
	Paint blisters, peeling and fadedness			
	Attached pipes for rust and good working order			
	Check awning and canopies for leaks and obvious damages.			
	Entrance doors and hinges for rust and good operation			
	Entrance doors sill and jamb for rust and obvious damage			
	Entrance doors seal/rubber for serviceability			
	Lubricate door locks and hinges with silicone spray			
	Entrance doors ADA opener to ensure operation			
	Entrance doors ADA opener for rust and paint fadedness			
	Inspect (smell) any foul odors around the entrance doors and hallways			
	Hose bibs for leaks and obvious damages			
	GFCI -outlets and covers			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
External Lights	Building's PV lamps, controllers, batteries, etc.; and repair / replace if required			
	Building's NonPV lamps, breakers, timers, etc.; and repair / replace if required			
	Parking lot's PV lamps, controllers, batteries, etc.;			
	Parking lot's NonPV lamps, breakers, timers, etc.;			
	OTHER:			
Pathways, Hallways & Sidewalks	Obstructions, eyesores, debris & trash			
	Grass, cracks & crevices, antiskid			
	Railings - rust, safety			
	Lights, conduits and conduit straps for rust and working order			
	Light diffusers / light covers			
	Benches- rust, stabilization, cracks, levelness and overall safe and good appearance			
	Trash and vegetation curbs, sidewalks and drains			
	OTHER:			
Parking Signs & Lane Stripes	Parking signs for proper placement, visibility & labelling;			
	Parking lots & stalls from debris, trash, obstructions, paint etc.			
	Speed Bumps; ensure speed bumps are secure tightly to the pavement			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
External Fencings, Gates & Retaining Walls	Hinges, wheels, lock-chain mechanisms, damaged components, etc. to ensure proper security-construction.			
	Functional, safe gate operation			
	Clear & clean all areas surrounding the fences, gates & retaining walls;			
	Surfaces from algae, graffiti, etc.			
	Cracks & crevices paint blisters, peeling and fadedness			
	Inspect chain link fence (mesh wire) for damages			
	Inspect chain link fence posts for damages			
	Trash and vegetation from curbs, sidewalks and drains			
	OTHER:			
External Land Scaping & Trimming	Vegetation for visibility, safety & usefulness to include ac compressor areas			
	Storm water drainages from debris, grass clippings, etc.; and to avoid clogging			
	OTHER:			
Typhoon Shutters	Leaves, bee's and bird nests, etc. and operation			
	Test the closing-latching-opening of all shutter			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
  PV Panel Array  	Inspect PV panel arrays; identify corroding elements & fittings;			
	Surrounding areas the PV panel arrays; free from obstructions & debris; and for maximum exposure to the sun			
	Roof disconnect switches for rust and good operation			
	Racking nuts for looseness and to ensure each nut has a lock and flat washer / broken bolts on the array racking system			
	Inspect all conduits, flex, LB's and fastening systems for rust and tightness			
	Inspect under pv array for any loose wires or obvious damage			
	Inspect for missing pv WEEBS (washer electrical equipment bond) on solar panels			
	DC and AC disconnect switches for rust and good operation (inv room) 			
	Cleanliness for all inverters and conduits			
External Rooftop Surfaces	OTHER:			
	Obstructions, eyesores, debris & trash			
	Surfaces from algae, graffiti, cracks and crevices etc.			
	Rooftop paint (silicone or elastomeric)			
	Pipes for rust and serviceability			
	Hose bibs for leaks and obvious damages			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
Rooms	Window blinds/shades; for missing pieces			
	Test light switch on/off			
	Burnt out lamps / light diffusers / light covers			
	Outlets for power and serviceability			
	Inspect thermostat for proper setting (must be between 76-78 degrees)			
	Cracked/rusty and secured lamp fixtures			
	Test emergency lights			
	Door locksets, latches & window latches for proper operation			
	Windows (operation / caulk)			
	Cracks & crevices, paint blisters, peeling and fadedness, graffiti			
	Water damage on walls, floor, window			
	Damaged floor tiles and ceiling tiles			
	Doors and hinges for rust and good operation			
	Doors sill and jamb for rust and obvious damage			
	Doors seal/rubber for serviceability , door closer			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
<div>    </div> <div>Restrooms</div>	Window blinds/shades; for missing pieces			
	Test light switch on/off			
	Burnt out lamps / bulbs, cracked/rusty and secured lamp fixtures			
	Outlets for power and servicabilty			
	Test emergency lights			
	Door locksets, latches & window latches for proper operation			
	Windows (operation / caulk)			
	Water damage on walls, floor, window			
	Damaged floor tiles and ceiling tiles			
	Damaged floor tiles and ceiling tiles			
	Doors and hinges for rust and good operation			
	Doors sill and jamb for rust and obvious damage			
	Doors seal/rubber for serviceability , door closer			
	Cracks & crevices, paint blisters, peeling and fadedness, graffiti			
	Partion door and hinges for rust and good operation			
	Partion door sill and jamb for rust and obvious damage			
	Inspect all floor drains for serviceability and if it drains			
	Electrical hand dryers			
	Paper towel dispener			
	Toilet paper dispensers			
	Soap dispensers			
	Exhaust fans			
	Remove all obstructions, eyesores, debris & trash			
	OTHER:			






DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
Restrooms Lavatories	Lavatory #1 – Operate faucets, drain flow, leaks			
	Lavatory #2 – Operate faucets, drain flow, leaks			
	Lavatory #3 – Operate faucets, drain flow, leaks			
	Lavatory #4 – Operate faucets, drain flow, leaks			
	OTHER:			
Restroom Toilets	Toilet #1 – Flush and adjust water flow if required, inspect for missing or damaged parts/caps, leaks, toilet seat			
	Toilet #2 – Flush and adjust water flow if required, inspect for missing or damaged parts/caps, leaks , toilet seat			
	Toilet #3 – Flush and adjust water flow if required, inspect for missing or damaged parts/caps, leaks, toilet seat			
	Toilet #4 – Flush and adjust water flow if required, inspect for missing or damaged parts/caps, leaks, toilet seat			
	OTHER:			
Restrooms Urinals	Urinal #1 – Flush and adjust water flow if required, inspect for missing or damaged parts/caps, and leaks			
	Urinal #2 – Flush and adjust water flow if required, inspect for missing or damaged parts/caps, and leaks			
	Urinal #3 – Flush and adjust water flow if required, inspect for missing or damaged parts/caps, and leaks			
	Urinal #4 – Flush and adjust water flow if required, inspect for missing or damaged parts/caps, and leaks			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
Showers	Shower #1 - damaged, or missing shower head/handles			
	Shower #2 - damaged, or missing shower head/handles			
	Shower #3 - damaged, or missing shower head/handles			
	Shower #4 - damaged, or missing shower head/handles			
	Damaged tiles			
	Operation of shower door and or shower curtain for proper function and damage			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
Elevators	Working? Light / broken parts - handrails etc			
	elevator inspection document - when does it expire?			
	OTHER:			
Water Fountains	Water fountain housing & fittings for corrosion;			
	Water fountain filters;			
	Water fountains' surroundings; and ensure safe, hygienic operation			
	OTHER:			
Water heater (BLDGs 3000, 5000, 6000)	Inspect all pipes, pipe clamps and valves for rust and serviceability			
	Inspect anode rod for serviceability			
	Clean top of water heater			
Gas Water heater (BLDG 400 - culinary)	Inspect all pipes, pipe clamps, mounting hardware and valves for rust and serviceability			
	Inspect for the scent of gas			
	Clean top of water heater			
	OTHER:			
Solar Water heater (BLDG E)	Inspect all pipes, pipe clamps, mounting hardware and valves for rust and serviceability			
	Inspect anode rod for serviceability			
	Drain all water from collector / refill water			
	Solar collector panel need cleaning?			
	Disconnect switch			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
Water bottle filling station (BLDGs 2000, 3000, 5000 & E)	Water fountain housing & fittings for corrosion;			
	water fountain filters; replace filters every 6 months			
	Water bottle filling station surroundings; safe, hygienic operation			
	OTHER:			
Domestic Water System (Buildings 400, 4000, 5000, 6000, E, D)	Filters			
	Water PUMP & its corresponding fittings for leaks, corrosion, excessive vibrations, and normal pressure switch & valve operations;			
	Lubricate all grease fittings on water pumps Lubricated date: _____			Pump serial #: _____
	Lubricate all grease fittings on water pumps Lubricated date: _____			Pump serial #: _____
	Lubricate all grease fittings on water pumps Lubricated date: _____			Pump serial #: _____
	Lubricate all grease fittings on water pumps Lubricated date: _____			Pump serial #: _____
	Lubricate all grease fittings on water pumps Lubricated date: _____			Pump serial #: _____
	Water TANK & its corresponding fittings for leaks, corrosion, algae buildup, normal float- valve operation;			
	Interior & exterior housing of the Domestic Water System; clean, professional equipment room.			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
Water softner (BLDGS 5000 & 6000)	Water softner for cracks , leaks and any signs of damage			
	Add any water softner pellets if needed			
	Water SOFTENER & its corresponding fittings for leaks, corrosion, and normal salt levels;			
	Inspect pipes, hoses and couplings for leaks			
	OTHER:			
Rain Water System (Buildings 6000 & E)	Clean filters			
	Inspect water drainge ways and pipes for debris and trash			
	Operation of automatic water valves			
	Operation of all water valves			
	Water PUMP & its corresponding fittings for leaks, corrosion, excessive vibrations, and normal pressure switch & valve operations; and repair / replace if required			
	Lubricate all grease fittings on water pumps Lubricated date: _____			Pump serial #: _____
	Lubricate all grease fittings on water pumps Lubricated date: _____			Pump serial #: _____
	Lubricate all grease fittings on water pumps Lubricated date: _____			Pump serial #: _____
	Lubricate all grease fittings on water pumps Lubricated date: _____			Pump serial #: _____
	Lubricate all grease fittings on water pumps Lubricated date: _____			Pump serial #: _____
	Water TANK & its corresponding fittings for leaks, corrosion, algae buildup, normal float- valve operation;			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
<div>   </div> <div>Electrical Rooms / Pump Rooms / Machine Rooms</div> <div>   </div>	Test light switch on/off			
	Burnt out lamps / bulbs, cracked/rusty and secured lamp fixtures			
	outlets for power and servicabilty			
	GFCI outlets for power, servicabilty and "test" outlet			
	Test emergency lights			
	Door locksets, latches & window latches for proper operation			
	Doors and hinges for rust and good operation			
	Doors sill and jamb for rust and obvious damage			
	Doors seal/rubber for serviceability , door closer			
	Cracks & crevices, paint blisters, peeling and fadedness, graffiti			
	Water damage on walls, floor, window			
	Damaged floor tiles and ceiling tiles			
	Floors drains and drain covers for serviceability and drainablity			
	DC and AC disconnect switches for rust and good operation (in room) 			
	Breaker panels for servicabilty and good working condition			
	Surge protectors power is on and green lights are on			
	Operation of all water valves (if present)			
	OTHER:			

DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
Generators	GENSET operating area for deficiencies / Area clear & clean area around generator			
	engine oil level			
	Engine oil and oil filter as needed			
	engine water and coolant			
	battery charge and electrolyte, add water as required terminals for corrosion			
	belt for wear and proper tension;			
	engine air filter;			
	wiring, connections, switches, etc.;			
	Perform 30 minute generator test run: for proper operation			
	fuel level with gauge for proper operation (must be at least 3/4 full) (Date _____ Reading _____)			
	Dust and dirt on engine and generator			
	Inspect ATS for proper reading and functioning			
	Wipe dust and dirt from ATS switch and associated breakers			
	Ensure there are a minimum of 2 "good" (KTK-10 fast acting fuse) fuses on hand (BLDG D ONLY) located inside ATS in D electrical room			
	OTHER:			



DESCRIPTION OF ITEM TO BEING INSPECTED & SERVICED		Acceptable		
		Yes	No	
Culinary Kitchen w/ latrine	Exhaust fans			
	Floor - broken tiles and grout			
	Ensure all sink drains drain and drain covers are present			
	Test light switch on/off			
	Burnt out lamps / bulbs, cracked/rusty and secured lamp fixtures			
	Outlets for power and serviceability			
	GFCI outlets for power, serviceability and "test" outlet			
	Test emergency lights			
	Door locksets, latches & window latches for proper operation			
	Doors and hinges for rust and good operation			
	Doors sill and jamb for rust and obvious damage			
	Doors seal/rubber for serviceability, door closer			
	Cracks & crevices, paint blisters, peeling and fadedness, graffiti			
	Water damage on walls, floor, window			
	Damaged floor tiles and ceiling tiles			
	Floors drains and drain covers for serviceability and drainability			
	Lavatory #1 – Operate faucets, observe drain flow, operate shower			
	Water Closet – Flush and adjust water flow if required, inspect for missing or damaged parts/caps, and leaks, toilet seat			
	OTHER:			