

FREE FACILITIES & PROPERTY MAINTENANCE TEMPLATE

Preventive Maintenance Checklist

Use this 60-point checklist to manage preventive maintenance across asset registers, PM schedules, safe-work preparation, mechanical and electrical systems, life-safety equipment, utilities, functional testing, CMMS records, overdue work, contractors, and reliability improvement.

Facility / property

Maintenance period

Asset / system

Maintenance lead / owner

Internal Facilities & Property template. Apply current manufacturer instructions, maintenance procedures, safe-work requirements, statutory inspections, service contracts, and local regulations. Where U.S. OSHA general-industry rules apply, relevant walking-surface, electrical, exit-route, fire-protection, and energy-control requirements should be included.

1. Asset register, maintenance scope, criticality, ownership, and PM programme readiness

1

Confirm the property, building, maintenance period, asset group, inspection date, and preventive-maintenance scope are clearly identified.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A preventive-maintenance programme works only when the asset population is complete. Start with critical assets, service responsibilities, current manuals, and...

2

Verify the asset register includes current asset ID, location, manufacturer, model, serial number, installation or commissioning date, and responsible owner where applicable.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A preventive-maintenance programme works only when the asset population is complete. Start with critical assets, service responsibilities, current manuals, and...

3

Confirm critical assets such as life-safety, electrical, HVAC, pumps, water systems, lifts, generators, controls, and other essential building systems are identified using the site's approved criticality method.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A preventive-maintenance programme works only when the asset population is complete. Start with critical assets, service responsibilities, current manuals, and...

4

Review previous breakdowns, repeat failures, emergency work, overdue PM, defects, tenant or occupant complaints, and high-cost repairs before planning the maintenance cycle.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A preventive-maintenance programme works only when the asset population is complete. Start with critical assets, service responsibilities, current manuals, and...

5

Confirm maintenance responsibility is defined across facilities staff, engineering, specialist vendors, landlords, tenants, OEM providers, and service contractors.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A preventive-maintenance programme works only when the asset population is complete. Start with critical assets, service responsibilities, current manuals, and...

6

Record facility, asset group, maintenance period, maintenance lead, facility owner, contractor or technician, and planned review date.

PM

FINAL STATUS | Enter

MAINTENANCE LEAD | Enter

FACILITIES APPROVAL | Enter

Execution tip: A preventive-maintenance programme works only when the asset population is complete. Start with critical assets, service responsibilities, current manuals, and...

2. PM schedules, frequencies, maintenance standards, OEM guidance, and legal or contract requirements

7

Confirm each maintained asset or asset class has a defined preventive-maintenance task list and service frequency appropriate to its function and criticality.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Do not use one frequency for every asset. Set PM intervals using manufacturer guidance, statutory or inspection requirements, asset criticality, operating...

8

Verify maintenance tasks reference current manufacturer manuals, service instructions, approved engineering standards, warranty conditions, or other controlling requirements where applicable.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Do not use one frequency for every asset. Set PM intervals using manufacturer guidance, statutory or inspection requirements, asset criticality, operating...

9

Check statutory inspections, certifications, insurance conditions, lease obligations, specialist service requirements, and authority-mandated maintenance are mapped into the PM calendar where applicable.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Do not use one frequency for every asset. Set PM intervals using manufacturer guidance, statutory or inspection requirements, asset criticality, operating...

10

Confirm maintenance frequencies are reviewed when operating hours, environment, occupancy, duty cycle, equipment condition, failure history, or manufacturer recommendations change.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Do not use one frequency for every asset. Set PM intervals using manufacturer guidance, statutory or inspection requirements, asset criticality, operating...

11

Verify duplicate, obsolete, conflicting, or missing PM tasks are identified and corrected rather than allowing inconsistent instructions to remain active.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Do not use one frequency for every asset. Set PM intervals using manufacturer guidance, statutory or inspection requirements, asset criticality, operating...

12

Confirm planned shutdowns, access windows, permits, specialist attendance, tenant notifications, spare parts, and service dependencies are considered before scheduled work is released.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Do not use one frequency for every asset. Set PM intervals using manufacturer guidance, statutory or inspection requirements, asset criticality, operating...

3. Pre-maintenance safety, isolation, access, permits, housekeeping, and work-area readiness

13

Confirm maintenance personnel review the job hazards, safe-work method, equipment condition, required competence, and applicable permits before starting work.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Preventive maintenance can expose employees to electrical, mechanical, thermal, pressure, chemical, height, and confined-space hazards. Use the site's...

14

Verify required shutdown, isolation, lockout or tagout, electrical safe-work, pressure release, blocking, guarding, or other energy-control steps are completed before maintenance where applicable.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Preventive maintenance can expose employees to electrical, mechanical, thermal, pressure, chemical, height, and confined-space hazards. Use the site's...

15

Check access equipment, ladders, platforms, roof routes, plant-room access, lighting, ventilation, and working space are safe and suitable for the maintenance task.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: Preventive maintenance can expose employees to electrical, mechanical, thermal, pressure, chemical, height, and confined-space hazards. Use the site's...

16

Confirm the maintenance area is controlled against unauthorized entry and tools, hoses, cords, removed guards, open panels, parts, and materials do not create uncontrolled hazards.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: Preventive maintenance can expose employees to electrical, mechanical, thermal, pressure, chemical, height, and confined-space hazards. Use the site's...

17

Verify required PPE, spill control, fire prevention, ventilation, lifting equipment, test instruments, and emergency arrangements are available and serviceable for the task.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Preventive maintenance can expose employees to electrical, mechanical, thermal, pressure, chemical, height, and confined-space hazards. Use the site's...

18

Record any unsafe condition that prevents maintenance from proceeding and ensure the asset or area remains under appropriate interim control until the work can be completed safely.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Preventive maintenance can expose employees to electrical, mechanical, thermal, pressure, chemical, height, and confined-space hazards. Use the site's...

4. Mechanical assets, HVAC, pumps, fans, belts, bearings, lubrication, and condition checks

19

Inspect motors, pumps, fans, bearings, belts, couplings, drives, dampers, valves, filters, coils, and accessible mechanical components for wear, damage, looseness, contamination, or abnormal condition.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: Use preventive maintenance to detect deterioration before failure. Record actual condition, abnormal noise, vibration, temperature, leaks, wear, alignment, and...

20

Check lubrication points, oil or grease condition, lubrication quantity, leaks, lubrication intervals, and approved lubricant type where the asset requires lubrication.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
---------	----------------	-------	--------------------	-----------

Execution tip: Use preventive maintenance to detect deterioration before failure. Record actual condition, abnormal noise, vibration, temperature, leaks, wear, alignment, and...

21

Verify belts, chains, couplings, pulleys, mountings, anchors, fasteners, guards, and rotating-equipment components are secure and within approved maintenance criteria.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: Use preventive maintenance to detect deterioration before failure. Record actual condition, abnormal noise, vibration, temperature, leaks, wear, alignment, and...

22

Record unusual vibration, noise, temperature, odor, pressure, flow, current draw, bearing condition, or other available condition indicators requiring technical follow-up.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Use preventive maintenance to detect deterioration before failure. Record actual condition, abnormal noise, vibration, temperature, leaks, wear, alignment, and...

23

Inspect HVAC filters, drain pans, condensate lines, coils, grilles, fans, accessible duct components, and unit condition according to the approved PM task.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Use preventive maintenance to detect deterioration before failure. Record actual condition, abnormal noise, vibration, temperature, leaks, wear, alignment, and...

24

Confirm leaks, degraded seals, repeated bearing failures, recurring belt replacement, abnormal vibration, or other repeat mechanical defects are escalated for root-cause or reliability review.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
---------	----------------	-------	--------------------	-----------

Execution tip: Use preventive maintenance to detect deterioration before failure. Record actual condition, abnormal noise, vibration, temperature, leaks, wear, alignment, and...

5. Electrical assets, panels, generators, UPS, lighting, controls, and electrical maintenance condition

25

Inspect accessible electrical panels, disconnects, control panels, switchgear, distribution equipment, covers, enclosures, labels, and working access for visible damage, contamination, water exposure, or overheating evidence.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: Routine facilities PM can identify visible electrical defects, but technical maintenance and testing should be performed by appropriately qualified personnel under...

26

Confirm PM tasks for generators, UPS systems, batteries, emergency power, transfer equipment, chargers, and related controls are completed at the required frequency where provided.

CRITICAL

PM

PM Item	Current status	Owner	Evidence / reading	Follow-up
---------	----------------	-------	--------------------	-----------

Execution tip: Routine facilities PM can identify visible electrical defects, but technical maintenance and testing should be performed by appropriately qualified personnel under...

27

Check emergency lighting, normal lighting, exterior lighting, exit illumination, control devices, sensors, timers, and lighting panels included in the PM programme for failed or deteriorated components.

CRITICAL

PM

PM Item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Routine facilities PM can identify visible electrical defects, but technical maintenance and testing should be performed by appropriately qualified personnel under...

28

Verify electrical equipment working areas remain accessible and are not used for storage where the applicable electrical requirements require clear working space.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: Routine facilities PM can identify visible electrical defects, but technical maintenance and testing should be performed by appropriately qualified personnel under...

29

Confirm test instruments, meters, insulation testers, thermal-imaging devices, torque tools, or other electrical maintenance equipment are suitable, calibrated or verified as required, and used by authorized personnel.

CRITICAL

PM

PM Item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Routine facilities PM can identify visible electrical defects, but technical maintenance and testing should be performed by appropriately qualified personnel under...

30

Escalate exposed energized parts, damaged insulation, arcing evidence, repeated trips, abnormal heating, water intrusion, burning odor, or other serious electrical warning signs immediately.

CRITICAL

PM

PM Item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Routine facilities PM can identify visible electrical defects, but technical maintenance and testing should be performed by appropriately qualified personnel under...

6. Fire protection, emergency systems, exit routes, extinguishers, and life-safety maintenance

31

Confirm preventive-maintenance schedules include applicable fire alarms, emergency lighting, exit signs, fire doors, extinguishers, sprinkler or suppression components, pumps, valves, and other life-safety assets.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Life-safety PM should remain visible in the facility programme even when specialist vendors perform the work. Track inspection dates, impairments, corrective...

32

Verify required exit routes and access to emergency equipment remain free from maintenance materials, tools, scaffolds, temporary storage, or service equipment.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: Life-safety PM should remain visible in the facility programme even when specialist vendors perform the work. Track inspection dates, impairments, corrective...

33

Check portable fire extinguishers provided for employee use are included in the site's inspection and maintenance programme and required service records are current.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Life-safety PM should remain visible in the facility programme even when specialist vendors perform the work. Track inspection dates, impairments, corrective...

34

Confirm fire doors, alarm devices, emergency lighting, detection equipment, suppression-system components, and other maintained safeguards are returned to normal service after maintenance.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Life-safety PM should remain visible in the facility programme even when specialist vendors perform the work. Track inspection dates, impairments, corrective...

35

Verify any impairment, isolation, bypass, out-of-service life-safety system, or delayed repair is documented, escalated, and managed with approved interim safeguards.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Life-safety PM should remain visible in the facility programme even when specialist vendors perform the work. Track inspection dates, impairments, corrective...

36

Confirm specialist fire or life-safety vendor reports, certificates, deficiencies, corrective actions, and reinspection evidence are linked to the property maintenance record.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Life-safety PM should remain visible in the facility programme even when specialist vendors perform the work. Track inspection dates, impairments, corrective...

7. Plumbing, water, drainage, sanitary systems, leaks, pumps, and utility maintenance

37

Inspect visible pumps, valves, pipework, fixtures, tanks, water heaters, drains, traps, sanitary equipment, and plumbing components included in the PM route for leaks, corrosion, damage, blockage, or abnormal condition.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: Recurring leaks and drainage failures can cause property damage, slips, mold-like growth, corrosion, and service interruption. Preventive maintenance should...

38

Confirm drainage, condensate, roof-drain, floor-drain, sump, sewage, and stormwater components included in the property PM programme are checked and cleaned at appropriate intervals.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Recurring leaks and drainage failures can cause property damage, slips, mold-like growth, corrosion, and service interruption. Preventive maintenance should...

39

Check water-system maintenance tasks, temperature or pressure checks, flushing, treatment, testing, or specialist servicing are completed where required by the site's approved programme.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Recurring leaks and drainage failures can cause property damage, slips, mold-like growth, corrosion, and service interruption. Preventive maintenance should...

40

Verify active leaks and water damage are linked to repair work orders and affected electrical, structural, finish, hygiene, or slip risks are controlled until repair is complete.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: Recurring leaks and drainage failures can cause property damage, slips, mold-like growth, corrosion, and service interruption. Preventive maintenance should...

41

Review recurring plumbing failures, blocked drains, pump alarms, overflowing systems, repeated fixture breakdowns, and persistent water-pressure or drainage complaints for preventive improvement.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Recurring leaks and drainage failures can cause property damage, slips, mold-like growth, corrosion, and service interruption. Preventive maintenance should...

42

Confirm critical utility shutdowns, service interruptions, or maintenance affecting occupants are communicated and restored according to the property's operational plan.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Recurring leaks and drainage failures can cause property damage, slips, mold-like growth, corrosion, and service interruption. Preventive maintenance should...

8. Maintenance execution, parts replacement, functional testing, restoration, and post-work verification

43

Confirm technicians complete the full approved PM task list and record actual observations, measurements, parts replaced, adjustments, defects found, and work performed.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A work order is not complete until the asset is restored safely and performs as expected. Verify guards, panels, settings, alarms, cleanliness, and functional tests...

44

Verify replacement parts, filters, belts, lubricants, batteries, seals, fasteners, fuses, lamps, or other consumables are correct for the maintained asset and documented where required.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A work order is not complete until the asset is restored safely and performs as expected. Verify guards, panels, settings, alarms, cleanliness, and functional tests...

45

Check guards, covers, access panels, insulation, labels, barriers, drain pans, protective devices, and other components removed for maintenance are correctly restored.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: A work order is not complete until the asset is restored safely and performs as expected. Verify guards, panels, settings, alarms, cleanliness, and functional tests...

46

Confirm tools, temporary jumpers, bypasses, lockout devices, waste, rags, old parts, spill materials, and maintenance debris are removed before normal service is resumed.

CRITICAL

PM

Complete

Needs follow-up

Critical

LIVE PHOTO | Add

Execution tip: A work order is not complete until the asset is restored safely and performs as expected. Verify guards, panels, settings, alarms, cleanliness, and functional tests...

47

Perform or verify the required functional test, run test, alarm check, operating-parameter check, leak check, safety-device check, or service validation before closing the task.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A work order is not complete until the asset is restored safely and performs as expected. Verify guards, panels, settings, alarms, cleanliness, and functional tests...

48

Record defects that could not be corrected during PM and ensure follow-up corrective maintenance, specialist review, replacement, or interim controls are assigned before closure.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A work order is not complete until the asset is restored safely and performs as expected. Verify guards, panels, settings, alarms, cleanliness, and functional tests...

9. CMMS records, overdue PM, contractor service, spare parts, backlog, and maintenance control

49

Confirm completed PM work orders include asset ID, date, technician or contractor, task results, readings, defects, parts, attachments, and completion status as required.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
---------	----------------	-------	--------------------	-----------

Execution tip: Use the maintenance system to expose risk, not hide it. Overdue critical PM, repeated deferrals, missing certificates, and unresolved defects should be visible...

50

Verify overdue preventive-maintenance tasks are visible, risk-ranked, assigned, and escalated according to asset criticality and the property's maintenance rules.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Use the maintenance system to expose risk, not hide it. Overdue critical PM, repeated deferrals, missing certificates, and unresolved defects should be visible...

51

Check repeated PM deferrals, cancelled tasks, access failures, parts shortages, contractor delays, tenant restrictions, and shutdown constraints for systemic backlog risk.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Use the maintenance system to expose risk, not hide it. Overdue critical PM, repeated deferrals, missing certificates, and unresolved defects should be visible...

52

Confirm contractor service reports, certificates, inspection results, deficiency lists, invoices or service evidence, and required follow-up are attached or linked to the maintained asset.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Use the maintenance system to expose risk, not hide it. Overdue critical PM, repeated deferrals, missing certificates, and unresolved defects should be visible...

53

Verify critical spares, filters, belts, fuses, seals, batteries, lubricants, lamps, and other PM consumables are controlled at suitable stock levels where maintenance strategy requires them.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Use the maintenance system to expose risk, not hide it. Overdue critical PM, repeated deferrals, missing certificates, and unresolved defects should be visible...

54

Review maintenance backlog, PM compliance, repeat defects, emergency-work ratio, contractor response, and critical-asset overdue work for management attention.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: Use the maintenance system to expose risk, not hide it. Overdue critical PM, repeated deferrals, missing certificates, and unresolved defects should be visible...

10. PM effectiveness, failure trends, condition changes, programme optimization, and management sign-off

55

Compare preventive-maintenance completion with unplanned breakdowns, repeat failures, emergency work, occupant complaints, service interruptions, and maintenance cost trends.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A preventive-maintenance programme should reduce unplanned failure and deterioration. Use performance data to adjust tasks and frequencies instead of...

56

Verify recurring failures after completed PM trigger review of task content, frequency, technician competence, parts quality, asset condition, operating environment, or replacement strategy.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
---------	----------------	-------	--------------------	-----------

Execution tip: A preventive-maintenance programme should reduce unplanned failure and deterioration. Use performance data to adjust tasks and frequencies instead of...

57

Use condition findings, failure history, operating hours, asset age, manufacturer updates, risk changes, and reliability data to revise PM frequencies or task content when justified.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A preventive-maintenance programme should reduce unplanned failure and deterioration. Use performance data to adjust tasks and frequencies instead of...

58

Identify assets where preventive maintenance should be supplemented or replaced by condition-based maintenance, predictive monitoring, refurbishment, redesign, or planned replacement.

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A preventive-maintenance programme should reduce unplanned failure and deterioration. Use performance data to adjust tasks and frequencies instead of...

59

Confirm significant PM-generated defects and high-risk overdue maintenance remain open until corrected, verified, and appropriately documented.

CRITICAL

PM

PM item	Current status	Owner	Evidence / reading	Follow-up
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Execution tip: A preventive-maintenance programme should reduce unplanned failure and deterioration. Use performance data to adjust tasks and frequencies instead of...

60

Record final PM review status, critical overdue work, major defects, programme changes, asset-replacement needs, next review date, maintenance lead, facilities owner, and management approval.

CRITICAL

PM

FINAL STATUS | Enter

MAINTENANCE LEAD | Enter

FACILITIES APPROVAL | Enter

Execution tip: A preventive-maintenance programme should reduce unplanned failure and deterioration. Use performance data to adjust tasks and frequencies instead of...