

Preventive Maintenance Schedule Template

Ready-to-use PM templates for HVAC, electrical, plumbing, and general facility equipment

How to Use This Template

1. Identify your critical assets and assign each to a category below.
2. Customize frequencies based on manufacturer recommendations and operating conditions.
3. Assign responsible technicians and set up calendar reminders or CMMS triggers.
4. Print and post in maintenance areas, or import into your CMMS.

HVAC Systems

TASK	FREQUENCY	ASSIGNED TO	LAST DONE	NEXT DUE
Replace air filters	MONTHLY			
Check refrigerant levels	QUARTERLY			
Clean condenser coils	QUARTERLY			
Inspect ductwork for leaks	ANNUAL			
Test thermostat calibration	MONTHLY			
Lubricate fan bearings	QUARTERLY			
Full system inspection & tune-up	ANNUAL			

Electrical Systems

TASK	FREQUENCY	ASSIGNED TO	LAST DONE	NEXT DUE
Test emergency lighting & exit signs	MONTHLY			
Inspect electrical panels for hot spots	QUARTERLY			
Test GFCI outlets	MONTHLY			
Check backup generator — run test	WEEKLY			
Inspect wiring and connections	ANNUAL			
Thermal imaging scan of switchgear	ANNUAL			

Plumbing & Water Systems

TASK	FREQUENCY	ASSIGNED TO	LAST DONE	NEXT DUE
Check for visible leaks in pipes & fixtures	WEEKLY			
Test water pressure at key points	MONTHLY			
Flush water heaters	ANNUAL			
Inspect sump pumps	QUARTERLY			
Clean grease traps	MONTHLY			
Backflow preventer test	ANNUAL			

General Facility & Safety

TASK	FREQUENCY	ASSIGNED TO	LAST DONE	NEXT DUE
Fire extinguisher inspection	MONTHLY			
Test fire alarm system	QUARTERLY			

Inspect safety signage & markings	MONTHLY
Elevator inspection & certification	ANNUAL
Roof inspection	QUARTERLY
Parking lot & exterior lighting check	WEEKLY
Pest control treatment	MONTHLY

Custom Equipment (Add Your Own)

ASSET NAME	TASK	FREQUENCY	ASSIGNED TO	NEXT DUE

Pro Tip: Automate these schedules with a CMMS like Task360. Set triggers based on time, meter readings, or sensor data — never miss a PM task again.