

**PREVENTATIVE MAINTENACE CHECKLIST**  
**EVERY THREE (3) MONTHS - EVERY SIX (6) MONTHS - YEARLY**

*Catholic Mutual Group  
 1201 East Highland Avenue  
 San Bernardino, CA 92404  
 909/886-6001 / 909/883-9311 Fax*

20 \_\_ - 20\_\_ Fiscal Year

**PARISH / LOCATION:**

Date:

	<i>Every Three (3) Months</i>	<i>Every Three (3) Months</i>	<i>Every Three (3) Months</i>	<i>Every Three (3) Months</i>
Clean oil in air compressor.				
Clean heating and air conditioning coils.				
Clean filters.				
Lubricate bearings and shaft.				
Leave heat on in vacant builds, or turn off water and drain the pipes.				
Check fuses / breakers.				
Check motor / connections.				
	<i>Every Six (6) Months</i>		<i>Every Six (6) Months</i>	
Clean carpets.				
Oil fan motor.				
Blow down water heaters.				
Remove and clean out P-traps.				
Inspect roof.				
Clean out gutters.				
Check weather stripping on doors and windows.				
	<i>Yearly</i>			
Termite inspection-(outside contractors).				
Fire extinguishers check-(outside contractors).				
Clean entire heating & AC units.				
Check panel identification.				
Check receptacles.				
Check roof drains for blockage after heavy rains.				

Please initial and date upon completion of each item checked or mark N/A.