

"DAILY" PREVENTATIVE MAINTENANCE CHECKLIST

*Catholic Mutual Group
1201 East Highland Avenue
San Bernardino, CA 92404
909/886-6001
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PARISH / LOCATION:

Date:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Wet or snow days; clean up water around entrances and on steps right after school starts, just before lunch, and just before dismissal.							
Check all stoves, hood filters, and cooking areas to insure they are properly cleaned to remove grease and inflammable waste.							
Check all exit lights.							
Check all outside lights.							
Vacuum carpets in heavy traffic areas.							
Pick up all trash around buildings.							
Clean up around dumpsters.							
"Cold Weather Precautions"							
If heat is left on, check to see that it is still on. Pipes under sinks are usually on the outside walls. Open the cabinet doors so heat can get to these pipes.							
Use salt and a shovel to clean a path on each set of steps when there is ice on the ground. A path should be next to the handrail.							
Check all portable heating units to insure they: 1. Are not a trip hazard. 2. Don't overload a circuit.							

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