

"MONTHLY" PREVENTATIVE MAINTENACE CHECKLIST

*Catholic Mutual Group
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San Bernardino, CA 92404
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PARISH / LOCATION:

Date:

	January	February	March	April	May	June	July	August	September	October	November	December
Check all window frames and glass for cracks. Check all window screens.												
Check caulking on windows.												
Check hardware on all doors.												
Check all storage areas to insure they are clean, shelves are not overloaded, and heavy objects are stored on lower shelves.												
Check all trees for dead branches.												
Check all playground equipment.												
Check and clean outside drains.												
Check all painted surfaces to see if scraping and painting are in order.												
Check all fences.												
Trim shrubs.												

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