

### Building Controls PM Checklist

Actions and activities recommended in this guide should only be attempted by trained and certified personnel. If such personnel are not available, the actions recommended here should not be initiated. Frequencies indicated are based on a comparison of intervals from various industry sources and are provided solely for planning purposes.

Task ID	Task Name	Task Text	Frequency	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	
BLC-001	Overall Visual Inspection	Complete overall visual inspection to be sure all equipment is operating and safety systems are in place.	Daily	X						
BLC-002	Verify Control Schedules	Verify in control software that schedules are accurate for season, occupancy, etc.	Daily	X						
BLC-003	Verify Setpoints	Verify in control software that setpoints are accurate for season, occupancy, etc.	Daily	X						
BLC-004	Time Clocks	Reset after every power outage.	Daily	X						
BLC-005	Check All Gauges	Check all gauges to make sure readings are as expected.	Weekly		X					
BLC-006	<b><u>view additional PM Checklists - Preventive Maintenance for Major Equipment, HVAC, and Building Maintenance on our website.</u></b>		Weekly		X					
BLC-007			Weekly		X					
BLC-008			Weekly		X					
BLC-009			Weekly		X					
BLC-010			Weekly		X					
BLC-011			Semi-Annually						X	
BLC-012			Semi-Annually						X	
BLC-013			Annually							X

Only 5 of 13 displayed in this sample.  
 Purchase required for the complete set.  
[www.industrydocs.org](http://www.industrydocs.org)
