

QUARTERLY PREVENTATIVE MAINTENANCE ACTIVITIES

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Check flues for cracks and leaks				
Replace furnace filters (Monthly if conditions require)				
Check exhaust fans for proper operation				
Inspect floor drains that are not frequently used to ensure water seals are maintain in traps				
Test water flow alarm on sprinkler system, NPFA 25, 2011 edition 13.2.6				
Test dry system low air alarm, NFPA 25, 2011 edition 13.4.3.2.13				
Check recirculation pumps and lubricate				
Inspect areas around fuel fired equipment, remove debris and maintain clearances from combustibles				

02/07/18

Ensure power is disconnected from equipment prior to inspection and service.

This list is for example only and shall not be construed as encompassing all required preventative maintenance activities.