Overall Checklist Specs

This will be the preliminary master list of all checklists per area and responsibility.

# HVAC – Each item to be verified per specs below.

☐ Replace filters – Per system specifications.

☐ Clean and check flue system - Monthly

☐ Inspect electrical connections for frays each visit.

☐ Inspect belts each visit.

☐ Check drains for blockages each visit.

☐ Test thermostats each visit.

☐ Clean fan/blower blades each visit.

☐ Check refrigerant for leaks each visit.

☐ Ensure correct lubrication of all moving parts each visit.

☐ Inspect exterior equipment for any obstructions or debris that may compromise the unit on each visit.

# Electrical – Each item to be verified on each visit.

☐ Visually inspect circuit breakers for any abnormalities

☐ Test all light switches to ensure proper function

☐ Ensure switches are secure within box

☐ Test all outlets with power and grounding meter

☐ Ensure outlets are secure within box

☐ Verify and identify any lights that are out

☐ Ensure no cracks in any outlet or switch covers

# Plumbing – Each item to be verified on each visit.

☐ Inspect all faucets for proper operation

☐ Inspect all toilets for proper operation

☐ Inspect all drains for visible leaks

☐ Inspect hot water tank(s) for leaks and proper operation

☐ Test all shut off valve(s) for proper operation

☐ Inspect all vent pipes for blockages

☐ Inspect all sump pumps for proper operation

☐ Inspect backflow devices for any leaks

# Additional Tasks

☐ During working hours, assist with any building emergency requests.

☐ Perform any miscellaneous items requested by One Global Management or Clean Force Management Team. (Agreed & approved between One Global and Clean Force Management Teams)