# Preventive Maintenance Procedures Guide

This guide provides basic instructions on how to perform preventive maintenance for core building systems. It should be followed to ensure equipment is kept in optimal operating condition, minimize breakdowns, and extend asset life.

## HVAC System

* Inspect and replace air filters as necessary.
* Check for unusual noises or vibrations.
* Verify thermostat calibration and operation.
* Inspect ductwork for leaks.

## UPS System

* Test backup power functionality.
* Check battery terminals for corrosion.
* Inspect ventilation around UPS units.
* Review UPS alarms and logs.

## CCTV System

* Test camera angles and clarity.
* Inspect and clean camera lenses.
* Verify recording system storage capacity.
* Test remote access and alerts functionality.

## Firefighting System

* Inspect all fire extinguishers for pressure and tags.
* Test fire alarm panels.
* Check sprinkler systems and valves.
* Conduct pump tests according to schedule.

## Generators

* Check oil and coolant levels.
* Test start-up under load conditions.
* Inspect fuel storage and refill as needed.
* Clean generator exterior and ventilation grills.

## Elevators

* Verify emergency alarm systems work.
* Inspect door sensors and safety edges.
* Test operation under normal and emergency modes.
* Check for unusual sounds or delays in operation.