

<b>MONTHLY MAINTENANCE CHECKLIST</b>	<b>Activity Centre</b>
Inspection completed by: _____ <i>*Manager to review and signoff prior to submitting into office</i>	Date:
<b>PLEASE RECORD RESULTS &amp; DOCUMENT IN SPACE PROVIDED INCLUDING ANY DEFICIENCIES AND WHAT WAS DONE TO CORRECT THE SITUATION.</b>	
Check the elevator room to see if any leaks have happened and in the winter months that the heater is running.	
Last recorded fire drill - drills are conducted 4 times a year, and not to be done in inclement weather.	
Check Fire Extinguishers (6) – monthly and record on tag -semiannually in Jan. & June turn over, hold upside down and shake, check gauges, record on the correct tag found on the extinguisher	
Check Emergency Lights – in March, June, Sept and Dec. depress button & hold for 1 min. Annually in June, drain the emergency lights battery - should stay illuminated for 20 – 30min	
Emergency Exit Lights - all exits are illuminated	
Check the Mechanical Room for leaks sprinkler, water heater& water softeners, add salt if needed.	
Check & change furnace filters (3) every 3 months (located upstairs in furnace room)	
Therapy Table/Bed & Change Table: inspect for loose screws/bolts, metal fatigue, cracks, broken welds, missing attachments, general instability, or other wear.	
Ceiling Lift: inspect for loose screws/bolts, metal fatigue, cracks, broken welds, missing attachments, general instability, battery bracket, charger, cords, or other wear.	
Supine Stander: inspect all screws, metal fatigue, cracks, broken welds, missing attachments, general instability, or other wear. 2X/yr. lubricate casters on each side and ball bearings and axles. Yearly lubricate the threaded rod.	
Check all taps/pipes for leaks in bathrooms, personal care room, therapy room, kitchen, janitors’ room, and Medication room.	
Wash dryer lint screen monthly using mild soap and warm water	
Outside dryer vent to be cleaned yearly by maintenance	

Check doors, windows, operating properly sealing properly and latches are working properly.	
Heat vents, cold air vents and exhaust fans are cleaned monthly	
Check the temperature in fridges and freezers. Refrigeration must be kept at 4 degrees Celsius or 40 degrees Fahrenheit or below (but not freezing). Frozen foods must be kept at minus 18 degrees Celsius or 0 degrees Fahrenheit or below	Fridge
	Fridge freezer
	Deepfreeze kitchen
	Deepfreeze Basement
Check all exit doors and windows for deficiencies	
Inspect chairs, tables, desks shelving units and other furnishings ensuring the integrity of items are sound and there are no cracks in frames, all screws /bolts are tight & present. Make note of any repairs made or identify the required or corrective action need:	
First Aid stations & kits are stocked, and inspection report submitted to manager	

**OTHER MAINTENANCE WORK REQUIRING REPAIRS**

Include who/ what the arrangements are, and if work is still pending, or has it been completed:

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<b>MANAGER'S signature:</b>	<b>DATE:</b>
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