

PREVENTIVE MAINTENANCE SCHEDULE

Comprehensive Maintenance Protocols

Last Updated: January 2025

TABLE OF CONTENTS

- 1. Introduction & Overview
- 2. Annual Maintenance Tasks
- 3. Quarterly Maintenance Tasks
- 4. Monthly Maintenance Tasks
- 5. Inspection Checklists
- 6. Emergency Procedures
- 7. Service Contacts & Resources
- 8. Record Keeping Templates

1. INTRODUCTION & OVERVIEW

This Preventive Maintenance Schedule provides comprehensive protocols for maintaining building systems, equipment, and infrastructure to ensure optimal performance, safety, and longevity.

Key Benefits:

- Reduced emergency repairs and downtime
 - Extended equipment lifespan
 - Improved energy efficiency
 - Enhanced safety and compliance
 - Cost savings through proactive maintenance
-
-

2. ANNUAL MAINTENANCE TASKS

STRUCTURAL SYSTEMS

- ☐ Foundation inspection for cracks, settling, or moisture issues
- ☐ Roof inspection and gutter cleaning
- ☐ External wall assessment for thermal bridges
- ☐ Window and door seals inspection and replacement
- ☐ Insulation performance evaluation

MECHANICAL SYSTEMS

- ☐ HVAC system comprehensive service and filter replacement
- ☐ Ventilation system cleaning and performance testing
- ☐ Heating system annual service and efficiency check
- ☐ Plumbing system inspection and pipe assessment
- ☐ Electrical system safety inspection and testing

PASSIVE HOUSE SPECIFIC

- ☐ Blower door test for air tightness verification
 - ☐ Thermal imaging inspection for heat loss assessment
 - ☐ Ventilation system heat recovery efficiency test
 - ☐ U-value performance verification
 - ☐ Energy consumption analysis and reporting
-
-

3. QUARTERLY MAINTENANCE TASKS

SPRING (March - May)

- ☐ Exterior cleaning and inspection after winter
- ☐ Garden and landscaping preparation
- ☐ Ventilation system filter check and cleaning
- ☐ Window and door operation testing
- ☐ Drainage system inspection

SUMMER (June - August)

- ☐ Cooling system performance check
- ☐ Exterior maintenance and repairs
- ☐ Ventilation system summer settings adjustment
- ☐ Solar panel cleaning (if applicable)
- ☐ Outdoor equipment maintenance

AUTUMN (September - November)

- ☐ Heating system preparation and testing
- ☐ Gutter cleaning and roof inspection
- ☐ Weather sealing inspection and repairs
- ☐ Ventilation system winter preparation
- ☐ Emergency heating backup testing

WINTER (December - February)

- ☐ Heating system performance monitoring
 - ☐ Pipe freeze prevention checks
 - ☐ Emergency equipment accessibility
 - ☐ Indoor air quality monitoring
 - ☐ Snow and ice management protocols
-
-

4. MONTHLY MAINTENANCE TASKS

GENERAL BUILDING

- ☐ Visual inspection of all accessible areas
- ☐ Test smoke and carbon monoxide detectors
- ☐ Check emergency lighting and exit signs
- ☐ Inspect and clean ventilation grilles
- ☐ Monitor energy consumption patterns

MECHANICAL SYSTEMS

- ☐ Check and replace air filters as needed

- ☐ Test thermostat operation and calibration
- ☐ Inspect visible plumbing for leaks
- ☐ Check electrical panels for issues
- ☐ Monitor heating/cooling system performance

PASSIVE HOUSE MONITORING

- ☐ Review energy consumption data
 - ☐ Check ventilation system operation
 - ☐ Monitor indoor temperature and humidity
 - ☐ Inspect thermal bridge areas
 - ☐ Document any performance variations
-
-

5. INSPECTION CHECKLISTS

STRUCTURAL INSPECTION CHECKLIST

- ☐ Foundation: No cracks, settling, or water damage
- ☐ Walls: No cracks, moisture, or thermal bridge issues
- ☐ Roof: No leaks, damaged materials, or structural issues
- ☐ Windows: Proper sealing, operation, and thermal performance
- ☐ Doors: Proper sealing, operation, and security
- ☐ Insulation: No gaps, damage, or moisture infiltration

MECHANICAL SYSTEMS CHECKLIST

- ☐ HVAC: Proper operation, no unusual noises or odors

- ☐ Ventilation: Adequate airflow, clean filters, quiet operation
- ☐ Plumbing: No leaks, proper pressure, hot water availability
- ☐ Electrical: No exposed wires, proper grounding, circuit protection
- ☐ Controls: Thermostats and sensors functioning correctly

SAFETY & COMPLIANCE CHECKLIST

- ☐ Fire safety equipment functional and accessible
 - ☐ Emergency exits clear and properly marked
 - ☐ First aid supplies stocked and current
 - ☐ Safety documentation up to date
 - ☐ Insurance and warranty records current
-
-

6. EMERGENCY PROCEDURES

IMMEDIATE RESPONSE PROTOCOLS

- Water leaks: Shut off main water supply, contact plumber
- Electrical issues: Turn off affected circuits, contact electrician
- Heating failure: Check thermostat, filters, contact HVAC service
- Ventilation problems: Check filters, contact ventilation specialist
- Structural damage: Evacuate if necessary, contact structural engineer

EMERGENCY CONTACT PRIORITY

1. Emergency services (999) for life-threatening situations
2. Utility companies for gas, water, or electrical emergencies

3. Insurance company for damage claims
 4. Maintenance service providers for system failures
 5. Building management or property owner notification
-
-

7. SERVICE CONTACTS & RESOURCES

PRIMARY MAINTENANCE CONTACTS

APMBuild Ltd - General Contractor & Passive House Specialist

- Website: www.apmbuild.co.uk
- Services: Construction, renovation, passive house systems
- Specialization: Energy-efficient building solutions
- Coverage: West Midlands, Wales, Great Britain

SPECIALIZED SERVICES

- HVAC Service: [Local certified technician]
- Electrical Service: [Certified electrician]
- Plumbing Service: [Licensed plumber]
- Roofing Service: [Roofing contractor]
- Insulation Service: [Insulation specialist]

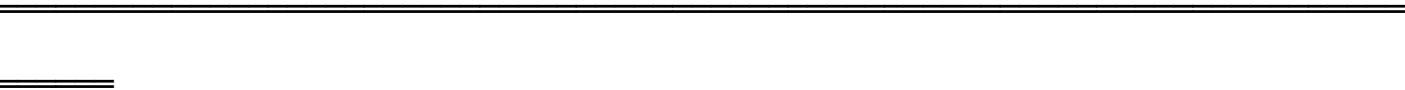
MATERIAL SUPPLIERS

- SkandPol - European Building Materials
- Window & Door Suppliers: [Aluplast certified dealers]

- Ventilation Systems: [ventermo.pl](#), [climaterecovery.pl](#)
- Insulation Materials: [Certified passive house materials]

TESTING & CERTIFICATION

- Thermal Testing: [Local thermal imaging service]
- Blower Door Testing: [Certified testing company]
- Energy Assessment: [Energy efficiency assessor]
- Building Certification: [Passive House Institute certified]



8. RECORD KEEPING TEMPLATES

MAINTENANCE LOG TEMPLATE

Date: _____

Task Performed: _____

Technician/Company: _____

Time Spent: _____

Materials Used: _____

Cost: _____

Next Service Due: _____

Notes: _____

INSPECTION RECORD TEMPLATE

Inspection Date: _____

Inspector: _____

Areas Inspected: _____

Issues Found: _____

Corrective Actions: _____

Follow-up Required: _____

Next Inspection Date: _____

ENERGY PERFORMANCE TRACKING

Month/Year: _____

Energy Consumption: _____

Temperature Range: _____

Humidity Levels: _____

System Performance: _____

Notes/Observations: _____

=====

=====

APPENDICES

- A. Warranty Information and Contacts
- B. Technical Specifications and Manuals
- C. Compliance Certificates and Documentation
- D. Emergency Shutdown Procedures
- E. Seasonal Maintenance Calendar

=====

=====

DOCUMENT CONTROL

Document Title: Preventive Maintenance Schedule

Version: 1.0

Last Updated: January 2025

Next Review Date: January 2026

Approved By: APMBuild Ltd Technical Team

This document should be reviewed and updated annually or when significant changes occur to building systems or maintenance requirements.

For technical support or questions about this maintenance schedule, contact APMBuild Ltd through www.apmbuild.co.uk
