Seasonal Maintenance Record

Track safe checks, professional service and next steps.

Use one row per asset or observation and base reminders on its manual, service agreement or qualified professional advice.

Property and season	Asset / location	Review date and owner

CHECK / NOTE / ASK

- [ ] **Asset and manual identified**
  Use product-specific care instructions where available.
- [ ] **Reminder source recorded**
  Tie each interval to a manual or service advice.
- [ ] **Safe access confirmed**
  Do not climb, open panels or enter confined spaces.
- [ ] **Observation dated and located**
  A clear history helps a professional diagnose change.
- [ ] **Photo or report filed**
  Keep evidence linked to the asset and visit.
- [ ] **Qualified provider assigned**
  Technical and hazardous work needs expertise.
- [ ] **Follow-up date set**
  Track repairs and rechecks to a clear next action.
- [ ] **Asset list updated**
  Refresh contacts after replacement or repair.

Print this sheet or fill it in a PDF app. Keep observations separate from decisions.

Preparation worksheet; project-specific review still required.

Turn notes into next steps.

Use one row per decision or observation. Add a photo/drawing reference where useful.

Asset / observation	Action / provider	Date / result / next review

AT YOUR NEXT MEETING

01 Which manual or agreement sets this interval?

02 What visible observations should prompt a service call?

03 Who is qualified to access or inspect this system?

READ THE GUIDE / CHECK THE SOURCES

CPWD Maintenance Manual 2019: Preventive Maintenance

BIS: National Building Code of India overview, including asset management

CEA Safety and Electric Supply Regulations, 2023: Gazette notification (governme...

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