

# PREVENTATIVE MAINTENANCE SCORECARD

WE DON'T JUST RESPOND TO HVAC PROBELMS. WE SOLVE THEM.



EMERGENCY SERVICE:  
CALL 815-255-2500

## Is Your HVAC Maintenance Program Doing Its Job?

This self-assessment tool helps you evaluate your current preventive maintenance plan and spot the hidden gaps that could lead to costly system failure, tenant complaints, or compliance violations.

SCORE	RESPONSIVENESS
	Provides 24/7 emergency HVAC support with live dispatch
	Delivers same-day or next-day service when issues arise
	Provides direct contact to a dedicated technician or service rep
	SERVICE QUALITY
	Conducts seasonal inspections and tune-ups (spring & fall)
	Cleans coils, checks refrigerant levels, and inspects heat exchangers
	Tracks and replaces filters at regular intervals
	Offers proactive replacement of belts, motors, and worn parts
	COMPLIANCE & REPORTING
	Logs maintenance visits and provides written service reports
	Tests and documents carbon monoxide and refrigerant levels
	Helps ensure compliance with OSHA, ASHRAE, or insurance standards
	ENERGY & COST PERFORMANCE
	Performs energy usage audits or system efficiency reviews
	Makes recommendations to lower monthly operating costs
	Helps extend equipment life through preventive part replacement
	TENANT SATISFACTION & RISK REDUCTION
	Addresses hot/cold complaints promptly
	Monitors IAQ (indoor air quality) in high-sensitivity areas
	Reduces surprise breakdowns and major system outages

## SCORE YOUR PROGRAM

- ✓ **10-16 boxes checked:** You've got a solid program. Nice work.
- ✓ **7-10 boxes checked:** There's room for improvement—and possibly wasted spend.
- ✓ **Fewer than 7 checked:** You may be at risk for breakdowns, energy inefficiency, or compliance gaps.
- ✓ **PRO TIP:** If your current HVAC contractor hasn't handed you a checklist like this, they might not be thinking proactively about your facility.



## READY TO UPGRADE YOUR MAINTENANCE PLAN?

DePue Mechanical offers customized Preventive Maintenance Agreements designed to:

- Reduce energy waste
- Eliminate surprise failures
- Extend the life of your equipment
- Keep your building compliant and your tenants comfortable

Call 815-255-2500 or scan the QR to schedule a walk-through.



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www.DePueMechanical.com