

July 16, 2019

Miscellaneous Maintenance of your Facility

We understand that the regular everyday operations of your facility can be hard enough to keep up with, let alone all the little maintenance projects that come with trying to keep things running smoothly. Our bulletin this month focuses on the little projects that, if not kept up with, can lead to big losses down the road.

We will focus on the semiannual or annual items that each facility should take into account and work into your regular maintenance schedule.

Kitchen Hoods and Fans

Significant amounts of greasy residue can accumulate over the course of regular use of kitchen hoods and fans. They require regular cleaning to keep the system clean to maintain healthy conditions and reduce the risk of fire.

The hood vents and fans should be checked and cleaned on a semiannual basis in order to maintain good working order.


In addition, a fire protection system protecting the cooking appliances should be examined once a year and recharged if necessary and sealed and tagged with the date and the initials of the service person to comply with NFPA (National Fire Protection Association) 10.

Hand Rails

Depending on the volume of pedestrian traffic in an area, a hand rail can take a significant amount of pressure and weight in a day. Over time the traffic can cause a handrail to become loose from its wall mounts.

A hand rail is not just there to help people use the stairs in a safe manner but is also used should a situation arise where a person needs to grab onto something secure to make sure they do not fall.

Handrails should be checked as part of an annual maintenance to make sure that they are all in good working order and secure.



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Furnace Filters and Furnace Rooms

It is always recommended that the furnace filter be changed prior to the normal winter heating season and should be checked periodically. Check once a month for buildings used more often and at least every three months during the regular heating season. When the furnace filter becomes clogged with dirt, dust, pet dander, and other particles that flow through our indoor air, it can both put a strain on the furnace itself and will pollute the air inside your facility.

In addition, furnace rooms should be kept clear of any items, especially flammable ones, as the furnace is a source of ignition and stored items can lead to an increased risk of fire. Lastly, the door to a furnace room should always be kept closed as this can help prevent the spread of fire should it break out in the room.

Metal Roofs

Metal roofs are designed to be placed over a water proof membrane and then have the metal paneling screwed in overtop. Overtime, due to the heating and cooling of a roof due to the sun and weather, screws have a tendency to loosen or back out. This can lead to leaks in the roof, which can lead to interior damage of the facility.

It is recommended that you have a qualified installer check the roof for missing or loose screws every two years or as per your manufacturer-specified maintenance schedule to make sure your roof is in top shape.

Also, in order to keep your insurance coverage in place on your metal roof, any damage must be corresponded to your insurer within a set amount of time or coverage may not apply, so a regular check of the roof is the best way to ensure no issues should a claim situation arise.

Although this is not a comprehensive list of all the items that require regular maintenance, we wanted to touch on some of the items that sometimes are hard to remember without a full and inclusive maintenance schedule. We always recommend that you look at your facility and add any items to the list that you feel will keep your facility operating.

For any questions or more information please contact our risk management team:

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A decorative graphic in the bottom right corner of the page. It features a black and white photograph of a large steel truss bridge spanning a river. The image is partially obscured by a diagonal yellow-to-orange gradient overlay that matches the company's branding colors.

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