

Building Maintenance Checklist Template



Building Maintenance Checklist Template:

Exterior Maintenance:

- Roof Inspection
- Façade and Cladding Assessment
- Windows and Doors Check
- Parking Area Inspection
- Landscaping Evaluation

Interior Maintenance:

- Flooring Review
- Walls and Ceilings Inspection
- Lighting Verification
- HVAC Systems Maintenance
- Plumbing Assessment

Safety and Security Measures:

- Fire Systems Testing
- Security Systems Check
- Emergency Lighting Assessment

Facilities and Equipment:

- Elevators and Escalators Inspection
- Restroom Maintenance
- Common Areas Review
- Kitchenettes and Break Rooms Check

Utilities Maintenance:

- Electrical Systems Inspection
- Plumbing Systems Review
- HVAC Systems Check

Special Projects:

- Exterior Painting (Annual/Biennial)
- Roof Inspection (Biennial/Triennial)
- Flooring Maintenance (Triennial/Quadrennial)

Task Review:

- Check Completed Tasks
- Update Maintenance Schedule

Supervisor Verification:

Supervisor's Signature confirming adherence to the maintenance schedule

Supervisor:

Signature: _____ Date: _____