

Building Maintenance Schedule Checklist



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Regular Inspections:

- Monthly Exterior Inspection: Assess roof, façade, windows, and outdoor areas.
- Quarterly Interior Inspection: Check walls, flooring, lighting, and common areas.
- Biannual HVAC Inspection: Review heating, ventilation, and air conditioning systems.
- Annual Plumbing Inspection: Inspect plumbing fixtures, pipes, and water heaters.

Safety Measures:

- Monthly Fire System Check: Test fire alarms, extinguishers, and emergency lighting.
- Quarterly Security System Check: Verify security cameras and access control.
- Biannual Emergency Exit Check: Ensure exit routes are clear and well-marked.

Equipment and Facilities Maintenance:

- Biannual Elevator Inspection: Inspect elevators and escalators for safety.
- Quarterly Restroom Maintenance: Deep clean and inspect restrooms.
- Annual Kitchenette and Break Room Inspection: Check equipment and hygiene.

Utilities Maintenance:

- Quarterly Electrical Systems Check: Inspect panels, outlets, and wiring.
- Biannual Plumbing Systems Check: Review pipes, water heaters, and drainage.
- Annual HVAC Systems Check: Maintain filters, ducts, and airflow.

Special Projects:

- Annually Exterior Painting: Plan for façade touch-ups or repainting.
- Biennial Roof Inspection: Assess the roof for wear, leaks, and repairs.
- Triennial Flooring Maintenance: Address flooring repairs and refinishing.

Task Review:

- Check Completed Tasks: Review the checklist to ensure all tasks are completed.
- Update Maintenance Schedule: Adjust the schedule based on observations and needs.

Supervisor Verification:

Supervisor:

Signature: _____ Date: _____