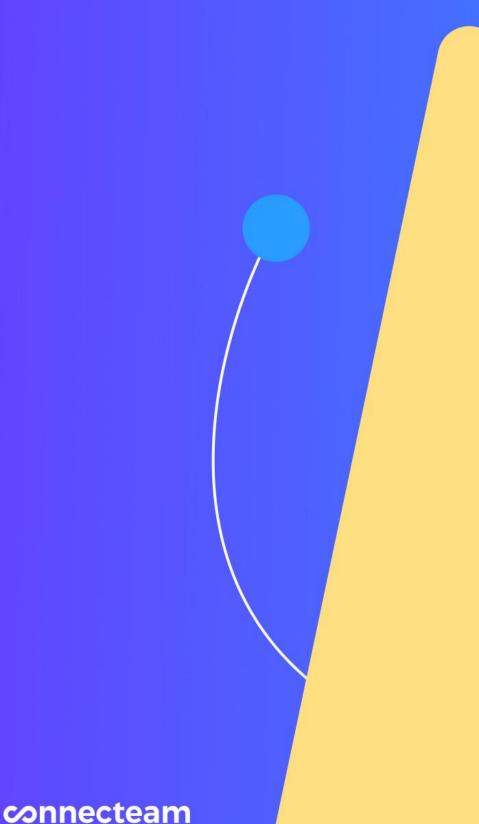
Building Maintenance Schedule Checklist



Building Maintenance Schedule Checklist:

Regular Inspections:	
[] Quarterly Interior Inspection [] Biannual HVAC Inspection:	: Assess roof, façade, windows, and outdoor areas. a: Check walls, flooring, lighting, and common areas. Review heating, ventilation, and air conditioning systems. a: Inspect plumbing fixtures, pipes, and water heaters.
Safety Measures:	
[] Quarterly Security System (:: Test fire alarms, extinguishers, and emergency lighting. Check: Verify security cameras and access control. heck: Ensure exit routes are clear and well-marked.
Equipment and Facilities	s Maintenance:
[] Quarterly Restroom Mainter	n: Inspect elevators and escalators for safety. nance: Deep clean and inspect restrooms. ak Room Inspection: Check equipment and hygiene.
Utilities Maintenance:	
[] Biannual Plumbing Systems	s Check: Inspect panels, outlets, and wiring. s Check: Review pipes, water heaters, and drainage. eck: Maintain filters, ducts, and airflow.
Special Projects:	
[] Biennial Roof Inspection: As	Plan for façade touch-ups or repainting. ssess the roof for wear, leaks, and repairs. nce: Address flooring repairs and refinishing.
Task Review:	
	eview the checklist to ensure all tasks are completed. Jule: Adjust the schedule based on observations and needs.
Supervisor Verification:	
Supervisor:	
Signature:	Date: