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: ___________________________ Date: ______________