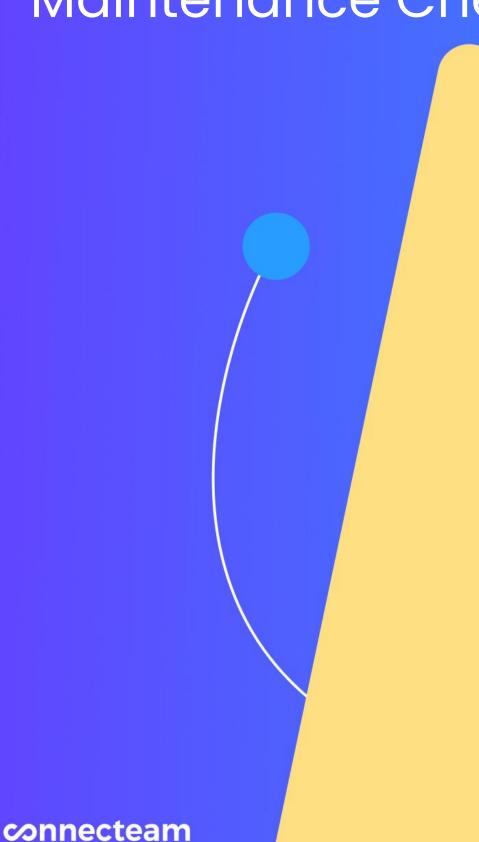
Building Preventive Maintenance Checklist



Building Preventive Maintenance Checklist:

Exterior Maintenance:
 [] Roof Inspection: Regularly inspect the roof for leaks, damage, and proper drainage. [] Gutters and Downspouts: Clean and clear gutters and downspouts to prevent water buildup. [] Exterior Walls: Inspect for cracks, peeling paint, and signs of water damage. [] Windows and Doors: Check for gaps, leaks, and proper sealing. [] Parking Areas: Inspect for potholes, cracks, and proper drainage.
Interior Maintenance:
 [] Flooring: Inspect for wear, damage, and potential trip hazards. [] Walls and Ceilings: Check for cracks, water stains, and signs of damage. [] Lighting: Verify the functionality of light fixtures and replace any burnt-out bulbs. [] HVAC Systems: Perform regular maintenance on heating, ventilation, and air conditioning systems. [] Plumbing: Inspect pipes, fixtures, and drains for leaks and proper functioning.
Safety Measures:
 [] Fire Alarms and Extinguishers: Test fire alarms and replace fire extinguishers as needed. [] Emergency Lighting: Check emergency lights for functionality and replace batteries. [] Exit Routes: Ensure exit routes are clear, well-marked, and unobstructed. [] Security Systems: Verify the functionality of security cameras, alarms, and access control systems.
Equipment and Facilities:
 [] Elevators and Lifts: Regularly inspect and maintain elevators and lifts. [] Emergency Generators: Test emergency generators and ensure proper fuel levels. [] Fire Sprinkler Systems: Inspect and test fire sprinkler systems. [] Electrical Panels: Check electrical panels for any signs of wear or damage.
Utilities:
 [] Water Heaters: Regularly maintain and flush water heaters. [] Gas Lines: Inspect gas lines for leaks and ensure proper ventilation. [] Electrical Wiring: Check wiring for signs of wear and ensure outlets and switches are functioning.
Documentation:
[] Maintenance Records: Document all maintenance activities, repairs, and inspections.

Task Review:		
	iew the checklist to ensure all tasks are complete ddress any tasks that remain pending.	ŧd.
Supervisor Verification:		
Supervisor:		
Signature:	Date:	