

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:

- Check Completed Tasks: Review the checklist to ensure all tasks are completed.
- Address Outstanding Items: Address any tasks that remain pending.

Supervisor Verification:

Supervisor:

Signature: _____ Date: _____