Commercial Building Maintenance Checklist

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Exterior Maintenance:

[ ] Roof Inspection: Regularly assess the roof for leaks, damage, and proper drainage.
[ ] Façade and Cladding: Inspect for cracks, deterioration, and signs of wear.
[ ] Windows and Doors: Check for proper sealing, functionality, and security.
[ ] Parking Areas: Inspect pavement for cracks, potholes, and effective drainage.
[ ] Landscaping: Maintain well-kept lawns, gardens, and outdoor areas.

Interior Maintenance:

[ ] Flooring: Inspect floors for wear, damage, and potential tripping hazards.
[ ] Walls and Ceilings: Check for cracks, water stains, and any necessary repainting.
[ ] Lighting: Verify the functionality of light fixtures and replace any faulty bulbs.
[ ] HVAC Systems: Perform routine maintenance on heating, ventilation, and air conditioning.
[ ] Plumbing: Inspect plumbing fixtures, pipes, and drainage systems for leaks.

Safety and Security Measures:

[ ] Fire Systems: Test fire alarms, smoke detectors, and emergency exits regularly.
[ ] Security Systems: Check security cameras, access control, and alarm systems.
[ ] Emergency Lighting: Verify the functionality of emergency lighting and exit signs.

Facilities and Equipment:

[ ] Elevators and Escalators: Regularly inspect and maintain elevators and escalators.
[ ] Restrooms: Keep restrooms clean and well-maintained.
[ ] Common Areas: Inspect shared spaces like lobbies, corridors, and elevators.
[ ] Kitchenettes and Break Rooms: Ensure proper hygiene and equipment functionality.

Utilities:

[ ] Electrical Systems: Check electrical panels, outlets, and wiring for safety.
[ ] Plumbing Systems: Inspect pipes, water heaters, and drainage systems.
[ ] HVAC Systems: Maintain air filters, ducts, and ensure proper airflow.

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.

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This Commercial Building Maintenance Checklist was created be Connecteam - the easiest way to manage your employees in one place

Supervisor Verification:

Supervisor's Signature confirming the completion and accuracy of maintenance.

Supervisor:

Signature: _____ Date: _____