Facility Maintenance Checklist Template
Facility Maintenance Checklist:

Exterior Maintenance:
[ ] Roof Inspection
[ ] Exterior Walls and Cladding
[ ] Windows and Doors
[ ] Parking Areas
[ ] Landscaping

Interior Maintenance:
[ ] Flooring
[ ] Walls and Ceilings
[ ] Lighting
[ ] HVAC Systems
[ ] Plumbing

Safety Measures:
[ ] Fire Systems
[ ] Security Systems
[ ] Emergency Lighting

Facilities and Equipment:
[ ] Elevators and Lifts
[ ] Restrooms
[ ] Common Areas
[ ] Kitchenettes and Break Rooms

Utilities Maintenance:
[ ] Electrical Systems
[ ] Plumbing Systems
[ ] HVAC Systems

Special Projects:
[ ] Painting and Repairs
[ ] Roof Maintenance
[ ] Flooring Refinishing
Task Review:
[ ] Verify Completed Tasks
[ ] Update Maintenance Schedule

Supervisor Verification:
Supervisor's signature confirming maintenance completion

Signature: ___________________________ Date: ______________