

Building Maintenance Checklist

Building interior

Inspect and repair any damage or wear on walls, ceilings, or floors

Ensure that the doors and windows can be locked and unlocked easily

Ensure that all signage is in good condition and clearly visible

Inspect and repair any damage or wear to handrails and guardrails

Ensure all entry and emergency egress points are free from clutter, obstructions, or trip hazards

Check if shelves and decorations are appropriately fastened and secured

Check if all lights are working and replace any bulbs that need to be changed

Check and maintain any equipment or machinery that is not related to building systems, such as copiers, computers, and similar equipment

Conduct routine pest inspections and treatments

Comments:

Building systems

Test the fire alarm system and the sprinkler system

Check all fire doors for condition and correct operation, and identify when a qualified inspector last checked them

Inspect whether the fire extinguishers are within test dates, as well as for any physical damage, corrosion, leakage, or clogged nozzles

Test smoke and carbon monoxide detectors and replace batteries if needed

Test the building alarm system

Check electrical systems for loose wires or fixtures and perform necessary testing

Check the water management program compliance for managing legionella growth in the building's water systems

Check the plumbing system for leaks, signs of water damage, and loose fixtures

Check the HVAC or heating/cooling systems

Inspect the elevators for cleanliness and condition, and meet statutory inspection requirements

Comments:

Cleaning tasks

Clean and disinfect all surfaces

Disinfect door handles, light switches, and other frequently touched surfaces

Dust off high items such as vents, lights, corners, blinds, and items on walls

Dust off low items such as chair and table legs, sides of desks, and cabinets

Clean the windows and mirrors

Clean and disinfect bathrooms, including toilets, sinks, and showers

Check and refill soap and paper towel dispensers

Clean and disinfect kitchen or break room areas, including appliances, countertops, and sinks

Vacuum carpets and sweep or mop hard floors

Empty trash and recycling bins, and replace liners

Comments:

Building exterior

Check the windows and doors for damage or wear

Check the roof for damage such as missing or broken tiles, shingle, or flashing

Inspect the walls and siding for cracks, holes, or other damage

Check external walkways and ramps for condition, subsidence, or obstruction

Check the condition of any outdoor lighting fixtures

Inspect the chimney and flue for damage or blockages

Check the condition of any outdoor vents or exhaust fans

Comments: