

BUILDING MAINTENANCE INSPECTION CHECKLIST

Exterior Inspection

Date

TASK	STATUS
Inspect walls, siding, and foundation for cracks, stains, or structural damage.	
Check the roof for leaks, missing shingles, or signs of wear.	
Inspect gutters and downspouts for blockages or damage.	
Verify that all outdoor lighting fixtures are operational.	
Examine parking lots and walkways for potholes, cracks, or trip hazards.	
Ensure landscaping is well-maintained and free from debris.	
<i>Additional Task:</i>	

Instructions:

- *Begin with a thorough visual inspection of the building's exterior to address immediate repairs.*

BUILDING MAINTENANCE INSPECTION CHECKLIST

Interior Inspection

Date

TASK	STATUS
Inspect walls, ceilings, and floors for cracks, stains, or damage.	
Check doors and windows for proper sealing, locking, and functionality.	
Verify that lighting fixtures are functional; replace burned-out bulbs.	
Inspect stairwells and hallways for safety hazards (e.g., loose railings, uneven surfaces).	
Test smoke detectors and carbon monoxide alarms for proper operation.	
Ensure all common areas are clean and free of clutter.	
<i>Additional Task:</i>	

Instructions:

- *Focus on safety and cleanliness to maintain a comfortable environment for occupants.*

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Electrical Systems

Date

TASK	STATUS
Inspect electrical panels for proper labeling and secure covers.	
Test outlets and switches for functionality.	
Check for frayed wires or overloaded circuits.	
Inspect emergency power systems, including backup generators and batteries.	
Ensure lighting controls (e.g., sensors, dimmers) are working correctly.	
Verify grounding and surge protection systems are in place.	
<i>Additional Task:</i>	

Instructions:

- *Conduct this inspection to identify potential electrical hazards and ensure system efficiency.*

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Plumbing Systems

Date

TASK	STATUS
Check sinks, faucets, and toilets for leaks or proper operation.	
Inspect drains for clogs and ensure proper water flow.	
Verify that water heaters are functioning and set to appropriate temperatures.	
Inspect visible pipes for signs of corrosion or damage.	
Test water pressure throughout the building.	
Check for signs of water damage or mold near plumbing fixtures.	
<i>Additional Task:</i>	

Instructions:

- Address plumbing issues promptly to prevent water damage and maintain occupant satisfaction.

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HVAC Systems

Date

TASK	STATUS
Inspect and replace HVAC filters as needed.	
Verify that heating and cooling systems are operating correctly.	
Check ducts and vents for dust buildup or blockages.	
Inspect thermostats for functionality and accuracy.	
Test exhaust fans in kitchens, bathrooms, and mechanical rooms.	
Schedule professional servicing for seasonal maintenance.	
<i>Additional Task:</i>	

Instructions:

- *Prioritize HVAC system performance to maintain air quality and energy efficiency.*

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Safety and Emergency Systems

Date

TASK	STATUS
Inspect fire extinguishers for accessibility and expiration dates.	
Test fire alarms, smoke detectors, and sprinkler systems.	
Verify that emergency exits are unobstructed and properly marked.	
Ensure emergency lighting and signage are functional.	
Inspect first aid kits for availability and adequate supplies.	
Review security systems (e.g., cameras, alarms) for proper operation.	
<i>Additional Task:</i>	

Instructions:

- Use this section to ensure compliance with safety regulations and preparedness for emergencies.

BUILDING MAINTENANCE INSPECTION CHECKLIST

Documentation and Follow-Up

Date

TASK	STATUS
Record all inspection findings and note areas requiring attention.	
Assign tasks for repairs or maintenance to appropriate team members.	
Maintain detailed records of completed repairs and scheduled maintenance.	
Schedule follow-up inspections for unresolved issues.	
Compile a summary report for management with recommendations and timelines.	
<i>Additional Task:</i>	

Instructions:

- *Ensure proper documentation to track progress and demonstrate compliance.*