

FACILITY CHECKLIST

(Check each day)

General Facility Inspection

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Inspect floors, walls, and ceilings for cracks, stains, or damage.							
Check lighting fixtures for functionality; replace burned-out bulbs.							
Verify that doors, windows, and locks are secure and operational.							
Ensure HVAC systems are functioning properly; check filters and vents.							
Inspect plumbing systems for leaks or blockages in sinks, faucets, and pipes.							
Test fire extinguishers, alarms, and emergency lighting for compliance.							
<i>Additional Task:</i>							

Instructions:

- Perform a walkthrough of the entire facility to identify general issues. Document findings for follow-up.

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Safety and Compliance

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Confirm that emergency exits are unobstructed and clearly marked.							
Inspect safety signage (e.g., fire exits, hazard warnings) for visibility and accuracy.							
Ensure storage areas are organized and free from hazards.							
Verify that personal protective equipment (PPE) is available and in good condition.							
Conduct a check for pest activity in key areas (kitchens, storage rooms).							
<i>Additional Task:</i>							

Instructions:

- Focus on areas critical to employee and guest safety. Address non-compliance issues immediately.

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Maintenance Tasks

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Review and update the facility's preventive maintenance schedule.							
Inspect and clean HVAC filters; schedule maintenance if needed.							
Check all equipment (e.g., elevators, appliances) for operational efficiency.							
Inspect plumbing for water pressure and proper drainage.							
Ensure landscaping and outdoor areas are tidy and hazard-free.							
<i>Additional Task:</i>							

Instructions:

- Use this checklist to proactively manage maintenance and prevent costly repairs.

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Cleaning and Hygiene

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Verify that restrooms are clean, stocked, and sanitized.							
Check common areas (e.g., lobbies, meeting rooms) for cleanliness and organization.							
Empty trash bins and sanitize interiors; replace liners.							
Dust and wipe down surfaces, including desks, shelves, and windowsills.							
Mop and sanitize floors, paying attention to corners and under furniture.							
<i>Additional Task:</i>							

Instructions:

- Perform these tasks daily or as needed to maintain a hygienic environment.

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Security and Access

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Test security systems (e.g., cameras, alarms) for proper operation.							
Verify access control systems (e.g., key cards, codes) are functioning.							
Inspect locks on doors and windows; repair or replace as needed.							
Ensure external lighting provides adequate visibility for security.							
Review visitor logs and monitor access records for any irregularities.							
<i>Additional Task:</i>							

Instructions:

- Use this section to enhance facility security and protect assets.

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Energy Efficiency and Sustainability

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Monitor energy consumption; check for unusual spikes in usage.							
Inspect windows and doors for drafts or improper insulation.							
Test timers and sensors for lighting systems; adjust as necessary.							
Verify that recycling bins are clearly marked and used correctly.							
Evaluate the condition of energy-efficient appliances and equipment.							
<i>Additional Task:</i>							

Instructions:

- Regularly review energy-saving measures to reduce costs and environmental impact.