

FACILITY MANAGEMENT AUDIT CHECKLIST

General Facility Condition

Date

TASK	STATUS
Inspect the condition of walls, ceilings, and floors for damage or stains.	
Check all lighting fixtures for proper functionality and replace burned-out bulbs.	
Verify that doors, windows, and locks operate correctly and are secure.	
Inspect outdoor areas for hazards (e.g., uneven surfaces, litter).	
Ensure HVAC systems are functioning and filters are clean.	
<i>Additional Task:</i>	

Instructions:

- Conduct a visual walkthrough of the facility to identify general wear and tear.

SAFETY AND EMERGENCY PREPAREDNESS

Safety and Emergency Preparedness

Date

TASK	STATUS
Confirm fire extinguishers are accessible and inspected regularly.	
Test fire alarms, sprinklers, and emergency lighting systems.	
Ensure all emergency exits are clear and signage is visible.	
Verify that evacuation plans are posted and accurate.	
Inspect first aid kits and emergency supplies for availability and condition.	
<i>Additional Task:</i>	

Instructions:

- *Prioritize safety compliance to protect employees, visitors, and assets.*

SAFETY AND EMERGENCY PREPAREDNESS

Maintenance and Equipment

Date

TASK	STATUS
Review preventive maintenance schedules for adherence and updates.	
Check that all machinery and equipment are operational and serviced.	
Inspect plumbing systems for leaks, clogs, or unusual noises.	
Evaluate the condition of elevators, escalators, and lifts for safety.	
Inspect and test backup generators and battery systems.	
<i>Additional Task:</i>	

Instructions:

- Use this section to ensure equipment and systems are maintained proactively.

SAFETY AND EMERGENCY PREPAREDNESS

Cleaning and Hygiene

Date

TASK	STATUS
Inspect restrooms for cleanliness and proper stocking of supplies.	
Review cleaning schedules and verify compliance.	
Check common areas (e.g., lobbies, kitchens) for cleanliness and organization.	
Ensure trash bins are emptied regularly and sanitized.	
Inspect windows, blinds, and surfaces for cleanliness and dust.	
<i>Additional Task:</i>	

Instructions:

- Focus on areas that impact the user experience and hygiene standards.

SAFETY AND EMERGENCY PREPAREDNESS

Security and Access Control

Date

TASK	STATUS
Test security systems, including cameras and alarm systems.	
Verify that access control systems (e.g., key cards, biometrics) are functioning properly.	
Inspect locks and other security features on doors and windows.	
Ensure external lighting provides adequate security visibility.	
Review visitor logs and monitor access records for discrepancies.	
<i>Additional Task:</i>	

Instructions:

- *Ensure security measures are in place and functioning to protect the facility and personnel.*

SAFETY AND EMERGENCY PREPAREDNESS

Sustainability and Energy Efficiency

Date

TASK	STATUS
Monitor energy consumption records for unusual patterns.	
Inspect insulation on windows and doors for energy loss.	
Verify functionality of timers and sensors for lighting systems.	
Check recycling programs for compliance and effectiveness.	
Evaluate appliances and systems for energy efficiency certifications.	
<i>Additional Task:</i>	

Instructions:

- Focus on improving sustainability to reduce costs and environmental impact.

SAFETY AND EMERGENCY PREPAREDNESS

Documentation and Reporting

Date

TASK	STATUS
Verify that all required permits and certifications are up-to-date.	
Ensure maintenance and inspection logs are complete and accurate.	
Review vendor contracts for compliance and performance.	
Check for completed and documented corrective actions from previous audits.	
Compile a summary report of the audit findings and next steps.	
<i>Additional Task:</i>	

Instructions:

- *Maintain clear and accurate documentation to ensure accountability and transparency.*