

FACILITY MANAGEMENT CHECKLIST

(Check each day)

Daily Facility Management Tasks

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Inspect the building for visible damage or hazards.							
Check HVAC systems for proper functionality and adjust settings if needed.							
Verify that all lighting fixtures are operational; replace faulty bulbs.							
Ensure restrooms are clean, stocked, and sanitized.							
Check security systems (e.g., alarms, cameras) for functionality.							
Address maintenance requests logged by staff or occupants.							
Monitor trash disposal and cleanliness of common areas.							
<i>Additional Task:</i>							

Instructions:

- Complete these tasks daily to maintain a safe, clean, and operational facility.

FACILITY MANAGEMENT CHECKLIST

(Check Weekly)

Weekly Facility Management Tasks

from to

TASK	1ST	2ND	3RD	4TH	5TH
Inspect fire extinguishers, emergency lighting, and exit signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and sanitize storage and supply areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test elevators, escalators, and other mechanical systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review inventory levels for cleaning and maintenance supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct a pest control inspection in key areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform light maintenance tasks (e.g., lubricating hinges, tightening screws).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions:

- Schedule these tasks weekly to ensure consistent maintenance and safety standards.

FACILITY MANAGEMENT CHECKLIST

(Check Monthly)

Monthly Facility Management Tasks

Date.....

TASK	STATUS
Inspect and replace HVAC filters as needed.	<input type="checkbox"/>
Review energy consumption records for efficiency issues.	<input type="checkbox"/>
Deep-clean carpets, curtains, and high-traffic areas.	<input type="checkbox"/>
Test backup generators and emergency power systems.	<input type="checkbox"/>
Inspect plumbing systems for leaks, clogs, and water pressure issues.	<input type="checkbox"/>
Review and update maintenance schedules and logs.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

- Use monthly tasks to identify and address long-term maintenance needs.

FACILITY MANAGEMENT CHECKLIST

(Check Quarterly)

Quarterly Facility Management Tasks

from to

TASK	1ST	2ND	3RD	4TH
Schedule professional inspections for HVAC, electrical, and plumbing systems.				
Inspect and service all fire safety equipment.				
Revisit vendor contracts and service agreements for compliance.				
Conduct a thorough walkthrough to evaluate the facility's overall condition.				
Deep-clean windows, vents, and exterior surfaces.				
Update training records and conduct safety drills.				
<i>Additional Task:</i>				

Instructions:

- Use quarterly reviews to ensure compliance and proactive maintenance planning.

FACILITY MANAGEMENT CHECKLIST

(Check Annually)

Annual Facility Management Tasks

Date

TASK	STATUS
Conduct a comprehensive facility audit to identify maintenance priorities.	
Update emergency response plans and evacuation maps.	
Evaluate energy efficiency upgrades, such as insulation or smart systems.	
Plan and budget for major repairs or renovations.	
Schedule professional cleaning for hard-to-reach areas (e.g., ceilings, ducts).	
Review and renew all necessary permits and certifications.	
<i>Additional Task:</i>	

Instructions:

- Perform these tasks annually to align with long-term facility management goals.

FACILITY MANAGEMENT CHECKLIST

Documentation and Reporting

Date

TASK	STATUS
Maintain detailed records of maintenance and repair activities.	<input type="checkbox"/>
Log inspections, compliance checks, and audit results.	<input type="checkbox"/>
Review feedback from staff and occupants about facility conditions.	<input type="checkbox"/>
Update vendor performance reviews and contracts.	<input type="checkbox"/>
Prepare summary reports for management on facility status and upcoming needs.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

- *Keep records organized and accessible for accountability and decision-making.*