

FACILITY MANAGER CHECKLIST

(Check each day)

Daily Facility Management Tasks

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Conduct a walkthrough of the facility to identify visible issues.							
Check HVAC systems for proper operation and temperature control.							
Verify that all lights are functional; replace faulty bulbs.							
Ensure restrooms are clean, stocked, and sanitized.							
Review maintenance requests and assign tasks to the team.							
Inspect security systems, including cameras and access controls.							
Ensure common areas are clean, organized, and guest-ready.							
<i>Additional Task:</i>							

Instructions:

- Focus on addressing immediate operational needs and prioritizing urgent tasks.

FACILITY MANAGER CHECKLIST

(Check Weekly)

Weekly Facility Maintenance

from to

TASK	1ST	2ND	3RD	4TH	5TH
Inspect fire extinguishers, emergency lighting, and exit signs.					
Check and clean HVAC filters; schedule maintenance if necessary.					
Review cleaning schedules and ensure adherence.					
Test elevators, escalators, or other mechanical systems for functionality.					
Inspect plumbing for leaks, blockages, or irregularities.					
Monitor inventory levels of cleaning and maintenance supplies.					
<i>Additional Task:</i>					

Instructions:

- Use weekly reviews to maintain consistent safety and operational standards.

FACILITY MANAGER CHECKLIST

(Check Monthly)

Monthly Operational Review

Date.....

TASK	STATUS
Conduct a comprehensive inspection of the facility's interior and exterior.	
Review and update preventive maintenance schedules.	
Test backup generators and emergency power systems.	
Inspect roofs, gutters, and exterior walls for damage or leaks.	
Audit vendor performance and ensure contracts are up-to-date.	
Review energy consumption reports for efficiency improvements.	
<i>Additional Task:</i>	

Instructions:

- Plan monthly tasks to identify long-term maintenance needs and cost-saving opportunities.

FACILITY MANAGER CHECKLIST

Safety and Compliance

from to

TASK	DDMM	DDMM	DDMM	DDMM
Ensure all safety protocols and procedures are documented and accessible.				
Verify that fire alarms, sprinklers, and emergency systems are compliant.				
Conduct safety drills with staff and review evacuation plans.				
Inspect personal protective equipment (PPE) availability and condition.				
Check storage areas for proper organization and hazard-free conditions.				
Review OSHA and local compliance requirements for updates.				
<i>Additional Task:</i>				

Instructions:

- *Prioritize safety and compliance tasks to avoid regulatory issues and ensure staff safety.*

FACILITY MANAGER CHECKLIST

Staff and Team Management

Date

TASK	STATUS
Assign tasks to maintenance and cleaning teams; ensure clarity of responsibilities.	<input type="checkbox"/>
Schedule and document staff training sessions on safety and facility protocols.	<input type="checkbox"/>
Conduct performance reviews for facility team members.	<input type="checkbox"/>
Ensure open communication with staff to address concerns and feedback.	<input type="checkbox"/>
Maintain schedules for staff and ensure adequate coverage during peak hours.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

- Foster a proactive and engaged team by encouraging communication and regular training.

FACILITY MANAGER CHECKLIST

Documentation and Reporting

Date

TASK	STATUS
Update and organize maintenance and repair logs.	<input type="checkbox"/>
Maintain records of inspections, audits, and compliance reports.	<input type="checkbox"/>
Document any incidents, including resolutions and follow-up actions.	<input type="checkbox"/>
Create monthly reports summarizing facility performance and maintenance.	<input type="checkbox"/>
Monitor budgets and expenses for repairs, upgrades, and vendor services.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

- Use proper documentation to track progress, ensure accountability, and improve decision-making.

FACILITY MANAGER CHECKLIST

Long-Term Planning

Date

TASK	STATUS
Review facility performance trends and identify areas for improvement.	
Develop budgets for upcoming maintenance and capital improvements.	
Plan for seasonal maintenance tasks (e.g., HVAC servicing, exterior repairs).	
Evaluate opportunities for energy efficiency upgrades.	
Schedule professional inspections for critical systems annually.	
<i>Additional Task:</i>	

Instructions:

- Focus on strategic planning to enhance the facility's long-term efficiency and value.