Facility Maintenance Checklist

Location: _____   Date: _____

Facility Exterior	Acceptable	Unacceptable	Remarks
General			
1. Overall appearance	☐	☐	
2. Concrete drive and parking lots	☐	☐	
3. Concrete sidewalks, steps, and landings	☐	☐	
4. Sign, damaged? Visible?	☐	☐	
5. Trees and other plantings, trimmed? Alive?	☐	☐	
6. Lawn, mowed? Trimmed? Bare spots? Weeds?	☐	☐	
Roof			
1. Visible problems? Loose panels? Sagging gutters?	☐	☐	
2. Recent high winds? Heavy snows? Hard rains?	☐	☐	
3. Heat tape working? Breakers functioning properly?	☐	☐	
Doors and Windows			
1. Are all doors operating safely? Securely?	☐	☐	
2. Any broken windows?	☐	☐	
3. Are all doors locked working properly?	☐	☐	
4. Are the automatic openers working properly?	☐	☐	
Lighting			
1. Are all exterior lights and power receptacles working properly?	☐	☐	
2. Are the sign and flag lights working properly?	☐	☐	

Notes:

Location: _____   Date: _____

Facility Interior	Acceptable	Unacceptable	Remarks
General			
1. Carpets, need cleaning? Repair?	☐	☐	
2. Tile floors, need cleaning? Repair?	☐	☐	
3. Windows, dirty?, cracked?, air leakage?	☐	☐	
4. Walls, damage?, stains?, paint touchup?	☐	☐	
5. Ceiling tiles?, missing?, water stained?	☐	☐	
Doors and Windows			
1. Doors opening and closing properly?	☐	☐	
2. Latches and panic bars working properly?	☐	☐	
3. Door locks functional?	☐	☐	
Electrical			
1. Are all lights working? Bulbs burned out?	☐	☐	
2. Are light switches operating properly?	☐	☐	
3. Do the diffusers need cleaning?	☐	☐	
4. Are GFI outlets operating properly?	☐	☐	
5. Are all other outlets working properly? Burnt or flash marks?	☐	☐	
6. Are nighttime security lights working properly?	☐	☐	
Plumbing			
1. All lavatory faucets working correctly? Leaking? Broken?	☐	☐	
2. All kitchen faucets working properly? Leaking? Broken?	☐	☐	
3. All sinks draining properly?	☐	☐	
4. Any leaks under the sinks?	☐	☐	
5. All toilets working properly? Flushing properly? Shutting off?	☐	☐	

Location: _____   Date: _____

Facility Interior *(Continued)*	Acceptable	Unacceptable	Remarks
Heating/Air Conditioning			
1. Seasonal general inspection of heating/cooling system	☐	☐	
2. Boiler working?	☐	☐	
3. Furnaces working?	☐	☐	
4. Are ceiling blowers working? Leaking?	☐	☐	
5. Are thermostats working properly?	☐	☐	
6. Any leaks in fluid circulation lines?	☐	☐	
7. Any condensation leaks in conventional system?	☐	☐	
8. Furnace filters need cleaning or changing?	☐	☐	
9. Air handling filters need cleaning or changing?	☐	☐	

Notes: