

Sample Building Maintenance Checklist Checklist ✓

Frequency	Task	Description	Completed
DAILY	Exterior Inspection	Check for any visible damage to exterior walls, windows, doors, and signage.	<input type="checkbox"/>
		Inspect for debris or hazards in walkways, parking lots, and outdoor areas.	
	Interior Inspection	Check for any water leaks, moisture, or signs of water damage.	<input type="checkbox"/>
		Ensure all emergency exits and pathways are clear and unobstructed.	
WEEKLY	HVAC System	Check air filters and replace if dirty.	<input type="checkbox"/>
		Inspect HVAC units for any unusual sounds or odors.	
	Plumbing	Inspect sinks, toilets, and faucets for leaks.	<input type="checkbox"/>
		Check water pressure and temperature.	
	Cleaning	Clean common areas, including lobbies, hallways, and restrooms.	<input type="checkbox"/>
		Remove trash and recycling from bins.	
MONTHLY	Electrical Systems	Test circuit breakers and reset if necessary.	<input type="checkbox"/>
		Inspect electrical outlets and switches for any signs of damage.	
	Safety Equipment	Test smoke detectors and carbon monoxide detectors.	<input type="checkbox"/>
		Check fire extinguishers for proper pressure and accessibility.	
	Pest Control	Inspect for any signs of pest activity.	<input type="checkbox"/>
		Schedule routine pest control treatments if needed.	
QUARTERLY	Exterior Maintenance	Inspect roof and gutters for debris and damage.	<input type="checkbox"/>
		Trim trees and shrubs away from the building.	
	Pest Control	Check for potholes, cracks, or uneven surfaces.	<input type="checkbox"/>
		Ensure parking lot lighting is functioning properly.	
ANNUALLY	Building Envelope	Conduct a comprehensive inspection of the building envelope for signs of wear or damage.	<input type="checkbox"/>
		Seal any cracks or gaps in windows, doors, or walls.	
	Elevator Maintenance	Schedule annual elevator inspections and maintenance with a certified technician.	<input type="checkbox"/>
	Fire Sprinkler System	Test fire sprinkler systems and perform any necessary maintenance or repairs.	<input type="checkbox"/>