

# Facility Maintenance Checklist

Location: \_\_\_\_\_

Date: \_\_\_\_\_

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

Location: \_\_\_\_\_

Date: \_\_\_\_\_

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

Location: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Notes:**