Facility maintenance checklist

01 The visit

Building or site

Date

Checked by (printed name)

02 Monthly

16 checks

CHECK	OK	FAIL	NOTE
Fire extinguishers: in place, unblocked, pin and seal intact, gauge in the green, tag current	☐	☐	
Emergency lights and lit exit signs: 30-second test on battery	☐	☐	
Exit routes and exit doors: clear, open from the inside without a key, signs lit	☐	☐	
Fire doors close and latch on their own	☐	☐	
Sprinkler riser: gauges normal, control valves open; storage at least 18 inches (46 cm) below sprinklers	☐	☐	
Panels and disconnects: nothing stored in front, covers closed	☐	☐	
GFCI outlets: press Test, then Reset	☐	☐	
Standby generator: run it as its manual says; record hours, fuel, alarms	☐	☐	
Stairwells, corridors, garage and parking lot lights (walk the lot after dark)	☐	☐	
Filters: replace when loaded or at the manual's interval	☐	☐	
Condensate pans and drain lines	☐	☐	
Restrooms and break rooms; prime floor drains that rarely get water	☐	☐	
Sump and ejector pumps: lift the float	☐	☐	
Entrance doors: closers, panic hardware, automatic door sensors	☐	☐	
Ride each car: leveling at each floor, doors reopen when blocked, phone answers, certificate posted	☐	☐	
Sidewalks, curbs, parking lot, signs	☐	☐	

03 Quarterly

7 checks

CHECK	OK	FAIL	NOTE
Rooftop units and air handlers: filters, belts, coils, dampers, drains; record readings	☐	☐	
Water heaters: no leaks, relief valve discharge pipe in place, setpoint as your procedure says	☐	☐	
Turn isolation valves through their travel	☐	☐	
Panel directories legible and matching	☐	☐	
Roof drains, scuppers and gutters clear (monthly under trees)	☐	☐	
Door closers: from 90 degrees open, at least 5 seconds to reach 12 degrees from the latch; interior doors other than fire doors open with 5 pounds of force or less	☐	☐	
Trees and shrubs clear of roofs, lights, signs and walkways	☐	☐	

04 Seasonal: spring and fall

9 checks

CHECK	OK	FAIL	NOTE
Spring and fall: Membrane, seams, flashing, penetrations, drains; photos of anything new	☐	☐	
Spring and fall: Walls, window and joint sealant, gutters and downspouts	☐	☐	
Spring: Cooling start-up: coils cleaned, drains clear, belts, refrigerant checked by a certified technician	☐	☐	
Spring: Irrigation back on; backflow preventers tested	☐	☐	
Spring: Winter damage to paving, curbs, signs, landscaping	☐	☐	
Fall: Heating start-up: burners, heat exchangers, flues; CO alarms tested in rooms with fuel-burning equipment	☐	☐	
Fall: Hose bibs and irrigation drained; heat trace working; pipes in unheated spaces checked	☐	☐	
Fall: Weatherstripping and sweeps on exterior doors; dock seals	☐	☐	
Fall: Snow plan: curb stakes, salt stocked, contractor signed; drains cleared of leaves	☐	☐	

05 Defects and sign-off

Defects found, or no defects

Work orders written

Signature