

# Commercial Building Inspection Checklist Template



# Commercial Building Maintenance Checklist:

## Exterior Maintenance:

- Roof Inspection: Regularly assess the roof for leaks, damage, and proper drainage.
- Façade and Cladding: Inspect for cracks, deterioration, and signs of wear.
- Windows and Doors: Check for proper sealing, functionality, and security.
- Parking Areas: Inspect pavement for cracks, potholes, and effective drainage.
- Landscaping: Maintain well-kept lawns, gardens, and outdoor areas.

## Interior Maintenance:

- Flooring: Inspect floors for wear, damage, and potential tripping hazards.
- Walls and Ceilings: Check for cracks, water stains, and any necessary repainting.
- Lighting: Verify the functionality of light fixtures and replace any faulty bulbs.
- HVAC Systems: Perform routine maintenance on heating, ventilation, and air conditioning.
- Plumbing: Inspect plumbing fixtures, pipes, and drainage systems for leaks.

## Safety and Security Measures:

- Fire Systems: Test fire alarms, smoke detectors, and emergency exits regularly.
- Security Systems: Check security cameras, access control, and alarm systems.
- Emergency Lighting: Verify the functionality of emergency lighting and exit signs.

## Facilities and Equipment:

- Elevators and Escalators: Regularly inspect and maintain elevators and escalators.
- Restrooms: Keep restrooms clean and well-maintained.
- Common Areas: Inspect shared spaces like lobbies, corridors, and elevators.
- Kitchenettes and Break Rooms: Ensure proper hygiene and equipment functionality.

## Utilities:

- Electrical Systems: Check electrical panels, outlets, and wiring for safety.
- Plumbing Systems: Inspect pipes, water heaters, and drainage systems.
- HVAC Systems: Maintain air filters, ducts, and ensure proper airflow.

## Documentation:

- Maintenance Records: Document all maintenance activities, repairs, and inspections.

## Task Review:

- Check Completed Tasks: Review the checklist to ensure all tasks are completed.
- Address Outstanding Items: Address any tasks that remain pending.

## Inspector Verification:

Inspector's signature confirming maintenance completion

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