

# Facility Maintenance Checklist Template



# Facility Maintenance Checklist:

## Exterior Maintenance:

- Roof Inspection
- Exterior Walls and Cladding
- Windows and Doors
- Parking Areas
- Landscaping

## Interior Maintenance:

- Flooring
- Walls and Ceilings
- Lighting
- HVAC Systems
- Plumbing

## Safety Measures:

- Fire Systems
- Security Systems
- Emergency Lighting

## Facilities and Equipment:

- Elevators and Lifts
- Restrooms
- Common Areas
- Kitchenettes and Break Rooms

## Utilities Maintenance:

- Electrical Systems
- Plumbing Systems
- HVAC Systems

## Special Projects:

- Painting and Repairs
- Roof Maintenance
- Flooring Refinishing

Task Review:

- Verify Completed Tasks
- Update Maintenance Schedule

Supervisor Verification:

Supervisor's signature confirming maintenance completion

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