**BUILDING MAINTENANCE CHECKLIST**

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| **Inspection Point** | **Inspection Notes** | **Frequency** | **Comments / Recommended Actions** |
| Site and Immediate surrounding | - Immediate area/site- Inspect lawn areas- Check condition of lawn mowers | WeeklyQuarterlyMonthly | Remove and throw away dead leaves and plants, mow lawn as neededPlant new lawn on worn out areas, fertilize lawn areaDo preventive maintenance on lawn mowers |
| Site Drain and Gutters | - Inspect for blockage- Inspect for any damaged sections- Inspect for stains or faded paint | WeeklyQuarterlyMonthly | Clear blockage and any debris regularlyRepair any damaged sectionsRepaint any faded section |
| Manholes and Outlets | - Inspect for access and blockage | Monthly | Clear away debris or silt formation |
| Parking Lot, Driveway, Walkways | - Inspect condition of surfaces, check for potholes | Semi- AnnualASAP | Repair potholes, restripe road markingsPatch up walkway surface for safety |
| Perimeter Fence | - Check condition of security fences | ASAP | Repair or repaint as needed |
| Building Exterior | - Check for any structural issue- Check condition of building finish or surface cement- Check condition of any wooden wall or exterior, check for signs of decay or infestation- Check for wall climbing plants- Check condition of exterior paint | WeeklyMonthlyMonthlyMonthlyAnnual | Monitor cracks and any sign of damage. Ask recommendation from architectRepair any cracks that may allow water to penetrate the wallApply anti-insect coating and repaint as necessaryRemove any climbing plantsScrape and repaint building exterior |
| Air Ventilation | - Check for blockage and condition of air vents | Monthly | Clear away any blockage and clean air vents |
| Roof | - For tiled or clay roofs, check for any loose or missing tiles- Check for any leaks- For sheet metal roofs, check for cracks and deformities- Check condition of roof access including hand rails, etc.- Check condition of chimney or roof stacks | MonthlyMonthlyMonthlyMonthlyMonthly | Replace any missing tiles or fasten loose tiles.Repair or replace as necessaryTape up and cover cracks temporarily until proper replacement can be doneRemove or clean any obstruction, repair as necessaryRepair or replace any cracks or loose bricks noted. |
| Windows | - Check condition of windows- Check if windows can be easily opened- Check condition of wooden or metal windows- Check for any cracked or broken glass | QuarterlyMonthlyAnnualASAP | Wash and clean windowsLubricate or repair as necessaryRepaint as necessaryReplace broken or missing panes of glass |
| Building Interior | - Check for any leaks in the ceiling- Check for staining and dampness- Check floors for torn carpet or broken tiles- Inspect doorways, stairs, rooms for any obstruction or combustible materials | WeeklyMonthlyMonthly | Repair as necessaryConsider introducing more ventilation into rooms, repaint as necessaryReplace as necessaryRemove and throw away garbage, unusable boxes, or any debris |
| Plumbing | - Check fixtures and plumbing lines- Check grease traps- Check pumps | ASAPMonthlyQuarterly | Repair leaks or replace any fixtures for taps and faucetsInspect and de-clog grease trapsDo preventive maintenance on pumps for water tank or wells. |
| Electrical Systems | - Check condition of bulbs and fixtures- Check electrical panels and switches- Inspect electrical lines | WeeklyWeeklyMonthly | Replace any broken or busted light fixturesEnsure enough space around panels, remove obstructions and replace defective switchesRepair open or frayed wiring ASAP |
| Mechanical Equipment | - Inspect pumps, air conditioning, and heating equipment- Check septic tank levels | TBDTBD | Ask servicing of equipment from equipment manufacturerPump out septic tanks as needed |
| Safety Equipment | - Check Emergency Lights- Check Fire alarm system | QuarterlyQuarterly | Test emergency lightsAsk consultant regarding equipment or schedule for inspection |