



CAMCODE[®]

Facility Maintenance Checklist

A facility maintenance checklist helps streamline maintenance management and improve compliance. Follow this checklist to ensure you're taking the proper precautions and covering all the necessary steps to keep your facility and equipment in optimal working condition.

This checklist includes exterior, interior, and seasonal facility maintenance tasks. You can customize it to meet your facility's specific needs. Most facilities require a mix of daily, weekly, monthly, quarterly, and annual maintenance checks and activities.

Exterior Facility Maintenance Checklist

Roofing

- Remove debris from gutters
- Check for pooling water
- Inspect flashing and seals around skylights, vents, and chimneys
- Identify any damage, corrosion, or cracks on the roof
- Inspect exterior vents and drains for damage or blockages

Parking Lots and Garages

- Review and test gate function
- Evaluate the effectiveness of drainage systems
- Inspect light fixtures
- Clean and inspect tire deflation devices
- Fire and safety lanes are clear of debris
- Repair pavement cracks and potholes
- Ensure all pedestrian walkways and safety signs are visible and well-maintained
- Handrails and wheelchair-accessible paths are functioning well

Windows and Doors

- Clean windows and sills
- Check for drafts around doors and windows
- Replace weather stripping or caulking
- Inspect for pest ingress points
- Replace damaged windows and doors
- Test locks and repair or replace faulty hardware

Lawn and Facility Grounds

- Review mowing and weeding practices
- Test sprinkler systems
- Check tree health
- Inspect outdoor furniture and fixtures
- Add mulch where needed

Interior Facility Maintenance Checklist

Electrical & Energy Utilization

- Review energy consumption reports
- Test surge suppression hardware
- Check wiring for any signs of damage or corrosion
- Inspect and test emergency lighting systems
- Perform thermographic inspections of electrical panels

Plumbing

- Inspect system piping and couplings for leaks
- Check water heater systems
- Replace refrigerant and oil as needed
- Conduct water quality tests
- Flush systems to clear out sediment
- Monitor water efficiency in faucets and toilets
- Inspect sewage pumps
- Replace damaged equipment in restrooms

HVAC

- Inspect blower motors for noise and vibration
- Replace air filters according to your facility maintenance schedule
- Clean and inspect ductwork
- Clean and inspect exhaust fans
- Inspect compressed air lines
- Properly secure any loose access panels
- Check if the condensate drain pan is working
- Inspect and replace belts and pulleys
- Check for proper insulation on refrigerant lines

Equipment

- Ensure machinery is free of debris
- Replace worn or damaged tools
- Review and perform calibration procedures
- Check for proper spacing between equipment
- Ensure wires and facility lines are properly secured
- Audit tool and equipment inventory

Elevators

- Inspect the inside of cars for signs of damage
- Replace burned-out light bulbs
- Check oil levels and lubrication in the machine room
- Test elevator brake system and cables for signs of wear
- Inspect the pit for necessary clearance
- Review door operation
- Inspect emergency communication systems

Security

- Check for software updates
- Review camera placements and operation
- Test communication systems and security sensors
- Test performance of alarm system
- Verify that all access control systems are functioning
- Assess perimeter security

Fire Safety

- Replace smoke detector batteries
- Review building-wide fire suppression systems
- Inspect and test fire dampers
- Replace expired fire extinguishers
- Ensure safety signs are visible and well-maintained
- Check local emergency response equipment
- Check that fire escapes are accessible and clear of debris

Seasonal Facility maintenance Checklist

In addition to a facility maintenance checklist defined by your facility infrastructure, it's also helpful to define seasonal maintenance inspection items at certain times of the year. Incorporate these ideas into existing monthly, quarterly, or annual checklists as needed.

Spring/Summer

- Care for outdoor greenery and landscaping
- Remove any sources of standing water
- Schedule for proper pest care and removal solutions
- Clean and service cooling systems
- Check thoroughly for mold and mildew
- Service air conditioning units
- Check irrigation systems for leaks

Fall/Winter

- Care for outdoor greenery and landscaping
- Remove any sources of standing water
- Schedule for proper pest care and removal solutions
- Clean and service cooling systems
- Check thoroughly for mold and mildew
- Service air conditioning units
- Check irrigation systems for leaks