

Annual routine building maintenance checklist

INSPECTION DATE:

TECHNICIAN:

- *Repaint or touch up doors and trim*
- Refinish hard floors (strip, wax, and polish)
- Inspect and repair any wall or ceiling damage
- Perform a comprehensive elevator service check
- Review and update access control logs and protocols
- Inspect and service all locks and entry systems
- Check and calibrate thermostat
- Inspect and service heating and cooling units
- Dispose of any expired or unusable item
- Conduct a detailed walkthrough of the building
- Conduct a full HVAC system service and inspection
- Inspect electrical panels and connections
- Test all electrical systems and outlets Inspect and clean light fixtures and windows
- Clean and service all appliances

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- Sealcoat and restripe parking lots
- Inspect and repair any pavement cracks or damage
- Review and update access control logs and protocols
- Clean and maintain all outdoor lighting
- Check and replace air filters, belts, and other components
- Test all backup power systems and generators
- Check and replace any damaged wiring or outlets

COMMENTS: