

Commercial building maintenance checklist template

I'm not robot!

Office Maintenance Schedule

Area/Task	Frequency
Offices: Vacuum carpet	Weekly
Offices: Water indoor plants	Weekly
Offices: Clean office/computer equipment	Monthly
Offices: Wipe and oil furniture	Monthly
Offices: Clean windows	Quarterly
Offices: Clean window coverings	Semi-annually
Offices: Shampoo carpet	Semi-annually
Offices: Organize storage space	Semi-annually
Lobby/front desk: Remove trash	Daily
Lobby/front desk: Clean counter/reception area	Daily
Lobby/front desk: Empty recycle bins	Weekly
Lobby/front desk: Vacuum carpet	Weekly
Lobby/front desk: Water indoor plants	Weekly
Lobby/front desk: Clean office/computer equipment	Monthly
Lobby/front desk: Wipe and oil furniture	Monthly
Lobby/front desk: Clean windows	Quarterly
Lobby/front desk: Clean window coverings	Semi-annually
Lobby/front desk: Shampoo carpet	Semi-annually
Lobby/front desk: Organize storage space	Semi-annually
Lobby/front desk: Update displays	As needed
Restrooms: Clean toilets, sinks	Daily

Planned Building Maintenance - Checklist					
Frequency	Frequency	Responsibility	Date Last Checked	Date Last Checked	Date Last Checked
Air Conditioning					
Filter change or annually	1 year	Contractor			
Asbestos					
1 year	1 year	Contractor			
Automatic Doors					
1 year	1 year	Contractor			
Boilers					
1 year	1 year	Contractor			
Electrical Inspection					
1 year	1 year	Contractor			

6) **VACANT SPACE** _____ Suite/Name

AREA	Rating	Status/Action
General Cleanliness		
For Lease Signs In Place		
Trash & Junk Mail Removed		
Windows Cleaned		
Carpet & Flooring Cleaned		
All Lighting Working		

VACANT SPACE _____ Suite/Name

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Keeping up with building maintenance is a lot of work. Neglect, however, can lead to expensive repairs, frustrated tenants or decreased business. Don't let important upkeep tasks get away from you. Use Mr. Handyman's building maintenance checklist every season to ensure nothing is forgotten and your building looks great. With years of experience in commercial building maintenance and repair, we know how to keep your building in shape and prevent the headache of unnecessary repairs. Commercial Building Maintenance Each building, climate and location is different. Don't forget to add any important maintenance tasks to this list that may be unique to your building or location. Spring Building Maintenance Inspect HVAC ducts for dust buildup Service AC units Clean and prep the landscaping Trim trees and shrubs Mow and fertilize the grass Clean garden beds and landscaping Establish a watering schedule for grass/plants Pressure wash hardscapes Inspect outdoor lighting for damage Summer Building Maintenance Clean debris from the roof, and check for damage Clear drains and gutters Confirm that the trash and recycling area is in good condition Inspect the windows for proper operation Inspect structural materials for rot, peeling paint, rust and more Inspect the condition of the parking lot, asphalt striping and signs Inspect the grounds for water run-off or erosion issues Fall Building Maintenance Rake and remove fallen leaves Service the furnace/boiler Winterize the irrigation lines Mark the streets/driveways with stakes for snow plows Inspect all plumbing fixtures for leaks Seal any cracks in your parking lots or asphalt Winter Building Maintenance Prepare sensitive landscaping and structures for snowfall Inspect the roof for ice dams Inspect the building's interior for maintenance issues Kitchen Bathroom Common area Check for proper operation of all GFCI outlets and light switches Inspect the ceiling and floors for damage (e.g., water damage) Hire snow removal services Year-Round Building Maintenance Establish a regular service interval for these maintenance tasks: Replace burned-out interior and exterior light bulbs Clean window glass, tracks and hardware Check the batteries in your smoke and carbon monoxide detectors Replace the HVAC air filters Inspect the property for signs of rodent or pest damage Check the building for visible signs of leaks Test the fire alarm Replace the water filters Have the fire alarm and fire suppression system serviced Have the fire extinguishers inspected Have all OSHA fall prevention devices and equipment inspected Ask your tenants if there is anything they want to have addressed Inspect door closers, latches, hinges and locks for proper operation Professional Building Maintenance and Repair Take care of your building to maintain a professional look. If you need help with a repair or would like an expert's opinion, Mr. Handyman can help. Our handymen are qualified to repair everything from drywall, doors, windows and more. Give us a call at (855) 438-3700, or request service online for residential or commercial building maintenance. A facility maintenance checklist is a priceless defense means to keep a building reliable and safe by periodical planning, checkups, and preservation projects. It is also referred to as a preventative maintenance checklist. Have a look at the building maintenance checklist templates provided down below and choose the one that best fits your purpose. 17+ FREE & Premium Building Checklist Templates - Download NOW Beautifully Designed, Easily Editable Templates to Get your Work Done Faster & Smarter. Table of Contents: 10+ Building Maintenance Checklist Templates in Google Docs | MS Word | Pages | PDF 1. Building Maintenance Checklist Template Details File Format Size: A4 & US Download 2. 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Preventative Maintenance Checklist Templates sba.com Details File Format Size: 560.5 KB Download What is a Maintenance Checklist? A maintenance checklist is a record that consists of a few items to be checked or examined for maintenance like a vehicle, appliance, and much more. It also aims out the things which have been examined mostly market in order to ignore examining the same thing more than once. What is Involved in Building Maintenance? General examples of facilities maintenance consist of common building repairs, maintenance of building life-safety and security alarm systems, and systems such as heating, purifying, air conditioning, plumbing, electrical and lighting, pest control and much more. What is the Definition of Building Maintenance? Building maintenance is the combination of technical and administrative actions to guarantee the items and components of a building in an agreeable standard to produce its needed use. What is Preventative Maintenance? Preventive maintenance is a type of preservation that is frequently conducted on a piece of equipment to diminish the possibility of it failing. It is completed while the equipment is still operating so that it does not break down surprisingly. The objective of preventive maintenance is to strive to keep the equipment in the best working conditions and to assist stop any unplanned downtime due to breakdowns. Because elements begin to fade over time, substituting parts preceding negligence can cost you far less than the possible outcomes of negligence while in service. Some people see maintenance as an investment and it can usually be one of the first areas to undergo injuries during tough times, nevertheless, this is very much mistaken. Anticipating problems from happening will nearly always be far less than the costs you will provoke due to real failures. What are the Objectives of Maintenance? Maintenance is the term whose purpose is to guarantee the entire availability of production equipment, services, and associated facilities at optimal cost and under adequate conditions of quality, safety, and protection of the environment. What are the Functions of Maintenance Management? Maintenance management is accountable for the stable and effective working of the industrial plant and assists in enhancing productivity. It also assists to keep the machines/equipment in their maximum operating circumstances. What is the Purpose of Organizational Structure? Every company or organization has some kind of composition structure. The goal of picking a specific organizational structure is to interpret relationships, lines of authority and ways of communicating during a way that best fills the acceptable organization or enterprise. Why is Organizational Structure Important to Maintenance? The objective of maintenance is to maintain the basic security of your physical assets. It needs its own management process separate from maintenance. The maintenance organizational structure decision must be balanced to the activities needed to deliver the policies. The objectives of a preventive maintenance program are as follows: Classify maintenance actions on significant equipment and include that into the preventive maintenance program exercises that appear in the most comprehensive advantage within the accessible budget. Reduce corrective and breakdown maintenance, have satisfactory equipment possibilities and increase plant reliability. What are the Disadvantages of Preventive Maintenance? Disadvantages of Preventive Maintenance are as follows: 1. The decrease in manufacturing & more decline in the plant. 2. Many malfunctions happen with unplanned downtime. 3. Rise of the maintenance charge with direct loss of benefit. 4. Less security for workers & machines and expanding accidents. 5. Reducing the lifespan of the asset. Do you want your maintenance management to run like a well oiled machine? Are you struggling to keep your technicians on track in the field? For businesses in the asset and field management industry, facility management is a key part to ensuring longevity, helping business continuity and becoming more cost effective by reducing hefty repair bills. Facility maintenance is the activity undertaken in commercial buildings to ensure high productivity and safety are maintained on site. Building or facility maintenance can include anything to do with equipment maintenance, building systems or infrastructure. While facility management seems like a simple practice in theory, it can become a daunting task including core business operations such as; scheduling, organising technicians, managing budgets, keeping up to date with client data and ensuring the productivity of the core business operations and maintenance stays in line with the manufacturer's warranty requirements. Facility management can include both hard FM and soft FM operations to help manage your long term asset goals. One of the best ways to reduce your stress and boost consistency in your workflow, is with a great job management software and maintenance checklist. Facility Management Checklist Requirements For facility and building maintenance, a thorough checklist can improve safety, smooth out scheduling, increase consistency and boost productivity in your business. With a facilities management checklist in your business, you will find that your workflow runs more smoothly and your technicians become more effective in the field. Here are the top 5 things you need to know to build your maintenance checklist... 1. Structure your facilities management plan The first step in creating your facilities management checklist, is to set up your preventative maintenance plan. The best way to avoid repair costs and constant breakdowns is to have a detailed preventive maintenance plan in place in your workflow. You will first need to address what aspects of your facilities management need to be considered in your preventive plan. Not all parts of your facility management will need to be considered in your maintenance scheduling and you should arrange your maintenance program around first those with the highest priority. To ensure that all your facility and equipment maintenance meet your maintenance standards, you should next take a look at your manufacturer's warranties. 2. Know your recommendations When you begin to create your facilities checklist and maintenance plan you need to know your manufacturer's recommendations. Performing work without adhering to these recommendations can easily lead to you voiding your warranty and ending up with a pile of legal fees and repair costs. These recommendations for your facility and equipment management will also help you determine what your maintenance schedule and checklist will look like. Your warranty will specify the exact dates and frequencies you need to know in order to schedule your facility management efficiently. 3. Build your core business procedures Once you have defined what does and doesn't need to be included in your maintenance plan, you can build your procedures. In order to have a smoothly flowing checklist, you need to organise your maintenance activities. To do this you need to ensure that you have clear and coherent instructions for your technicians that involve the correct PPE and safety measures. For your preventive plan, you will need to build your procedures to include any tools, equipment or spare parts that you might need. You will also find that when building your checklists and procedures that you might need to update after some trial and error. You won't always get your planning right the first time and a little adjustment may be needed. 4. Keep a thorough documentation of your facility management A key part of your building and facility maintenance will include a thorough documentation process. Without clear methods to update and access information while in the field, you can leave your technicians in the lurch. For facility management in the construction or commercial, a thorough documentation will also help ensure that you build an easy to access client history and help identify key points in your asset history. Imagine if next time you have a breakdown or issue, you could refer back to your asset history and get all the answers you need without the frustration. 5. Reassess management facility history Another key part to your facility management is reviewing your asset management. The purpose of improving emergency preparedness in the physical workplace helps to ensure the correct solutions are in place. Companies may find that their asset history has no clear department or long term processes and operations. The importance of asset history for future emergency breakdowns and safety systems will help save time and identify trends. When you review and assess your asset history, you gain helpful insight into common asset patterns. In doing this activity can save you both time and money. With the review of your assets, you will see what parts of your maintenance process are redundant and what parts could be linked to trends that involve breakdowns. A typical Facility Management Checklist Commercial facility management maintenance will vary from site to site and depend on what equipment and tools you have. Property management for facilities managers can include a wide range of tasks for the people, place and process within the built work environment. For a typical facility management checklist for a commercial building you might find it looks something like: Clean & Inspect HVAC ducts Replace air filters in HVAC units Replace batteries in smoke alarms Replace water filters Service fire alarm Replace light globes Upload data to service provider The role & responsibilities facility managers For a facility manager there will be two types of jobs that need to be carried out for hard FM and soft (FM) management facilities; strategic and operational. You ideally want your facilities manager to boost business continuity within your environment with the purpose to increase asset performance and health and safety in the workplace. Facility managers need the support of software systems and real time technology to become efficient in both the office and the field. Without the correct functions, a facility manager may struggle with physical paper based systems that don't accurately track costs, security or functions of your built environment. Duties for a commercial HVAC building or business will include repairs, maintenance and client management. Some tasks that a facility manager can include; fire safety management, air conditioning maintenance, plumbing, energy or water services and health and safety within the built environment. How to keep your building & facility management system on track You may find that structuring your facility management checklist is an overwhelming process and you have no clear direction. With the help of an automated software, you can access all the information you need from the office or the field with project management and a higher quality of life for your assets. H3: Do You Have an Organizational Function Which Integrates People, Place and Process? With facilities management software like FieldInsight, you gain access to an all-in-one system that ensures that your team stays on the same page. With the ability to create checklists, customise reports and track employees in the field, FieldInsight allows you to gain more power over the daily operations in your business and access budgeting and job statuses to keep you on track. FieldInsight provides access to the five primary automations so your business has all the tools it needs to succeed. To learn more, get started with a demo today and talk with one of our product specialists. What You Should Do Now Book a Demo. You'll be in touch with an automation expert who has worked in this space for over 5 years, and knows the optimal workflow to address your needs. If you'd like access to free articles about managing HVAC workflows, go to our blog. If you know someone who'd enjoy reading this page, share it with them via email, LinkedIn, Twitter, or Facebook.

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