**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 | Weekly  Quarterly  Monthly | Remove and throw away dead leaves and plants, mow lawn as needed  Plant new lawn on worn out areas, fertilize lawn area  Do preventive maintenance on lawn mowers |
| Site Drain and Gutters | - Inspect for blockage  - Inspect for any damaged sections  - Inspect for stains or faded paint | Weekly  Quarterly  Monthly | Clear blockage and any debris regularly  Repair any damaged sections  Repaint 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- Annual  ASAP | Repair potholes, restripe road markings  Patch 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 | Weekly  Monthly  Monthly  Monthly  Annual | Monitor cracks and any sign of damage. Ask recommendation from architect  Repair any cracks that may allow water to penetrate the wall  Apply anti-insect coating and repaint as necessary  Remove any climbing plants  Scrape 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 | Monthly  Monthly  Monthly  Monthly  Monthly | Replace any missing tiles or fasten loose tiles.  Repair or replace as necessary  Tape up and cover cracks temporarily until proper replacement can be done  Remove or clean any obstruction, repair as necessary  Repair 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 | Quarterly  Monthly  Annual  ASAP | Wash and clean windows  Lubricate or repair as necessary  Repaint as necessary  Replace 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 | Weekly  Monthly  Monthly | Repair as necessary  Consider introducing more ventilation into rooms, repaint as necessary  Replace as necessary  Remove and throw away garbage, unusable boxes, or any debris |
| Plumbing | - Check fixtures and plumbing lines  - Check grease traps  - Check pumps | ASAP  Monthly  Quarterly | Repair leaks or replace any fixtures for taps and faucets  Inspect and de-clog grease traps  Do 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 | Weekly  Weekly  Monthly | Replace any broken or busted light fixtures  Ensure enough space around panels, remove obstructions and replace defective switches  Repair open or frayed wiring ASAP |
| Mechanical Equipment | - Inspect pumps, air conditioning, and heating equipment  - Check septic tank levels | TBD  TBD | Ask servicing of equipment from equipment manufacturer  Pump out septic tanks as needed |
| Safety Equipment | - Check Emergency Lights  - Check Fire alarm system | Quarterly  Quarterly | Test emergency lights  Ask consultant regarding equipment or schedule for inspection |