

Building Maintenance Checklist

InspectionReport.app — Comprehensive Facility Inspection

Building / Facility: _____

Inspector: _____

Date: _____

Weather Conditions: _____

HVAC System

Inspection Item	Frequency	Inspection Criteria / Method	Pass / Fail	Notes
Inspect air handling units (AHU)	Monthly	Check filters, belts, motors for wear; listen for unusual noise		
Replace HVAC air filters	Monthly	Replace disposable filters; clean permanent filters		
Check thermostat calibration	Quarterly	Compare setpoint vs actual temp; differential $\pm 1^{\circ}\text{C}$		
Inspect condenser coils	Quarterly	Clean debris from coils; check refrigerant pressure		
Test emergency shut-off	Annually	Verify HVAC emergency stop functions correctly		
Lubricate fan bearings	Quarterly	Apply grease per manufacturer spec; check for play		
Inspect ductwork for leaks	Annually	Visual check for gaps, tears, or disconnected sections		

Electrical System

Inspection Item	Frequency	Inspection Criteria / Method	Pass / Fail	Notes
Test RCD/GFCI protection devices	Monthly	Press test button; verify tripping within spec (<40ms)		

Inspect distribution board	Quarterly	Check for overheating, corrosion, loose connections		
Verify emergency lighting	Monthly	Full 30-sec functional test per BS 5266 (see separate checklist)		
Inspect cable trays & conduits	Annually	Check for physical damage, corrosion, or overloaded trays		
Test generator / UPS	Monthly	Run for 30 min under load; check fuel level and battery		
Thermal imaging of switchgear	Annually	Scan for hot spots; investigate any $\Delta T > 10^{\circ}\text{C}$		
Inspect external lighting	Quarterly	Check photocell operation; replace failed lamps		

Plumbing System

Inspection Item	Frequency	Inspection Criteria / Method	Pass / Fail	Notes
Inspect visible pipes for leaks	Monthly	Check joints, valves, and fixtures for drips or corrosion		
Test water pressure	Quarterly	Verify 3-5 bar; check pressure reducing valve operation		
Inspect toilet cisterns & flush valves	Quarterly	Check for running water, flush volume, and seals		
Clean drain traps & floor gullies	Monthly	Remove debris; pour water to maintain trap seal		
Test emergency shut-off valves	Annually	Verify each valve closes fully and re-opens		
Inspect water heater / boiler	Annually	Check T&P relief valve, anode rod, sediment drain		
Test sump pump operation	Quarterly	Pour water into pit; verify auto-start and		

		discharge		
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Fire Safety Systems

Inspection Item	Frequency	Inspection Criteria / Method	Pass / Fail	Notes
Inspect fire extinguishers	Monthly	Check pressure gauge in green zone; no visible damage; pin intact		
Test smoke / heat detectors	Monthly	Press test button; verify alarm panel signals		
Inspect emergency exit signs	Monthly	Check illumination; verify correct directional arrows		
Test fire alarm panel	Weekly	Check panel for fault/disable LEDs; silence any alarms		
Inspect sprinkler heads	Quarterly	Check for obstructions, paint overspray, mechanical damage		
Test fire doors & closers	Quarterly	Door closes fully from ½ open; latch engages; no wedges		
Conduct fire drill	Annually	Full evacuation drill; record assembly time		

Structural Systems

Inspection Item	Frequency	Inspection Criteria / Method	Pass / Fail	Notes
Inspect walls for cracks	Quarterly	Note any new or widening cracks >2mm; monitor existing		
Check ceiling for water stains	Monthly	Investigate any new staining for roof/pipe leaks		
Inspect floor surfaces	Quarterly	Check for trip hazards, loose tiles, damaged covering		

Check stair treads & handrails	Monthly	Verify secure fixings; check handrail height (900-1000mm)		
Inspect roof for damage	Quarterly	Check for missing tiles, ponding water, membrane damage		

Exterior & Grounds

Inspection Item	Frequency	Inspection Criteria / Method	Pass / Fail	Notes
Inspect perimeter fencing / gates	Monthly	Check gates operate; no security breaches or damage		
Check parking lot lighting	Monthly	Replace failed lamps; check timer/photocell		
Inspect gutters & downpipes	Quarterly	Clear debris; check for blockages and secure fixings		
Check exterior signage	Quarterly	Verify legibility; repair any damage or fading		
Inspect paving & walkways	Quarterly	Repair trip hazards; fill cracks; check drainage		
Test security cameras / CCTV	Monthly	Check image quality; verify recording; clean lenses		

Sign-Off & Certification

Inspector Name:		Date:	
Signature:		Reviewed By:	
Next Inspection Due:		Review Date:	