

Building Maintenance Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Jurisdiction: US. References OSHA 1910 standards (US). Adaptable to other jurisdictions by substituting local codes.

Inspection checklist

Facility and inspection header

Facility name and address

Inspector name and date

Inspection frequency (weekly / monthly / quarterly / annual)

Weather conditions

HVAC systems

☐ Filter condition and last change date	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Coil cleanliness	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Refrigerant levels (if applicable)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Condensate drain clear	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Fan operation and vibration	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Electrical systems

☐	Main panel: labels legible, no signs of overheating	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Breakers: no tripped or damaged breakers	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Emergency lights: monthly test completed	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Exit signs: illuminated and unobstructed	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	GFCI outlets: functional test in wet locations	☐	Pass	☐	Fail	☐	N/A	Notes: _____

Plumbing

☐	Visible pipe condition (no corrosion, leaks)	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Water heater: age, condition, T and P relief valve	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Drains: clear, no standing water	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Backflow preventers: tested and certified	☐	Pass	☐	Fail	☐	N/A	Notes: _____

Fire safety

☐	Fire extinguishers: monthly visual check completed, gauge in green, seal intact	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Fire alarm pull stations: accessible, not obstructed	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Sprinkler heads: visible, undamaged, not painted	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Exit signs and emergency lighting: illuminated	☐	Pass	☐	Fail	☐	N/A	Notes: _____

Structural and exterior

☐	Walls and floors: cracks, water damage, trip hazards	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Doors and hardware: operational, locks functional	☐	Pass	☐	Fail	☐	N/A	Notes: _____
☐	Roof: membrane condition, flashing, penetrations (bi-annual)	☐	Pass	☐	Fail	☐	N/A	Notes: _____

☐ Gutters and downspouts: clear of debris	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Sidewalks and driveways: cracks, trip hazards	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Handrails and guardrails: secure, no loose fittings	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Corrective action and sign-off

☐ Defects noted with location and description	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Corrective action assigned	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Priority (immediate / scheduled)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Inspector signature and date	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____

References consulted

OSHA 29 CFR 1910.22 – Walking-working surfaces

OSHA 29 CFR 1910.37 – Exit routes

OSHA 29 CFR 1910.157 – Portable fire extinguishers

NFPA 101: Life Safety Code (2024)

NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems

Verify the current edition and local adoption before use.