

# RECOMMENDED BUILDING CHECKLIST

	ITEM DESCRIPTION	RESPONSIBILITY		FREQUENCY								
		Maintenance / Custodial	External Vendors	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed		
GENERAL FACILITIES:	Garbage removal	X		X								
	Sweep grounds	X		X								
	Clean entrance glass	X		X								
	Empty ashtrays	X		X								
	Clean main door	X		X								
	Follow up janitor service	X		X							X	
	R&R lightbulbs	X		X							X	
PREVENTATIVE MAINTENANCE:												
	Check exit lighting	X				X						
	Check emergency lighting	X				X						
	Check fire extinguishers	X				X						
	Check door hardware / locks	X				X						
	Mechanical room clean up	X				X						
	Update MSDS	X				X					X	
	Check thermostats	X			X							
	Check stairwell railings	X				X						
	Check restroom fixtures	X				X						
	Clean grease traps / drains	X							X			
	R&R kitchen AHU filters	X				X						
	Inspection of egress	X			X							
	Heating/Ventilation & AC		X				X					
	Roof inspections		X					X				
	Window cleaning		X					X				
	Fire detection system testing		X						X			
	Kitchen range hood cleaning		X						X			
	Sprinkler system testing		X						X			
Fire extinguishers		X						X				
R&R unit vent filters		X					X					
Fire Inspection		X						X				