

Whos  On. Location

**Facility Management
Checklist**

General Building & Interior

- Check the condition of floors, ceilings and walls
- Look for leaks or water damage in bathrooms and ceilings
- Check that doors lock and unlock easily
- Make sure that stairs and railings are not loose
- Make sure that exits are clearly marked, with additional signage as needed
- Test smoke and carbon monoxide detectors and change batteries at least once a year
- Check that all lights (interior and exterior) are working, replacing bulbs as needed
- Conduct routine pest inspections and treatments
- Make sure hallways are free of trash or large items that could be a fire or tripping hazard

Exterior

- Walk the perimeter
- Check the condition of the windows and look for any that might be broken.
- Clean debris from the roof and gutters. Check the condition of the roof.
- Clean up any trash or debris on the building grounds.
- Check the condition of sidewalks and parking lots. Have any large potholes or cracks filled.
- Look at the condition exterior paint or siding.
- Check any decks or patios for rot or loose railings.

Building Systems

- Test the fire alarm system and sprinkler system.
- Test the building alarm system, if any.
- Electrical: look for loose wires or fixtures. You will want to schedule a more comprehensive inspection with an electrician.
- Plumbing: check for leaks, signs of water damage and loose fixtures. You will want a more complete inspection with a plumber.
- Check the HVAC or heating and cooling systems.
- Inspect the elevators.