Building maintenance monthly inspection

Building maintenance checklist

Site _____ Asset or area _____ Inspected by _____ Date _____

Item	Pass	Fail	N/A	Notes
Exterior and roof				
Roof clear of debris, drains open				
No damaged flashing or ponding water				
Gutters and downspouts clear and attached				
Walks and parking without trip hazards				
Exterior lights working				
Life safety				
Exit signs lit and exits not blocked				
Emergency lights pass the push-button test				
Fire extinguishers charged and in place				
Fire doors close and latch				
Mechanical and plumbing				
HVAC filters changed on schedule				
No leaks at water heater or boiler				
Sump pumps run and discharge				
Mechanical rooms clean, not used for storage				
Interior				
Restroom fixtures work, no leaks				
Ceilings without water stains				
Doors, locks and closers work				
Interior lights working				

Signature: _____ Run this checklist on a phone with Dovient Lite: dovient.com/lite