



**FACILITY MAINTENANCE
CHECKLIST**

INTERIOR

- Inspect ceiling tiles for water stains
- Railings, handrails, and grab bars are secure
- Bathroom fixtures and partitions function properly
- Door closures and locks are operational

SAFETY

- Emergency egress paths are defined and not blocked
- Evacuation paths are posted
- Parking lot stripping is clear and repainted if needed; plan for snow removal
- Exterior signage is inspected and properly marked
- Security fencing and gates are visual inspected and maintained
- Back flow preventer is inspected
- Fire pumps are inspected and maintained
- All fire suppression systems have been tested

EXTERIOR

- Exterior windows and doors have proper weather seal and caulking
- Roof is cleaned of all debris and inspected for cuts/holes
- Roof drains have debris basket in place
- Roof top mechanical equipment panels are in place and secure
- Water spickets are not leaking and/or drained
- Irrigation systems are winterized in cold climates

SYSTEMS

- Verify fire systems received annual inspections and testing
- Fire alarm annunciator panel in functioning properly and has no faults
- Kitchen equipment inspected and systems are functioning properly
- Elevator/lifts Inspections and maintenance are current
- Mechanical equipment serviced and filters have been replaced (quarterly)