

Commercial Building Maintenance Checklist

This thorough checklist will help you track your commercial building's maintenance from spring to winter. Of course, every building is different, so use this resource as a template to create a maintenance checklist that fits your needs.

To use this checklist, click **File > Make a Copy**.

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Year-Round Building Maintenance

- ☐ Inspect and test fire safety equipment
- ☐ Inspect electrical and plumbing systems
- ☐ Clean common areas, restrooms, and building exterior
- ☐ Monitor and maintain the HVAC system, such as changing the air filters regularly
- ☐ Look for water damage from leaks originating from the roof, siding, or plumbing
- ☐ Speak with employees, tenants, or customers about potential safety issues/concerns they may have
- ☐ Inspect doors, windows, roofing, siding, and other areas of the building for signs of damage
- ☐ Inspect and test your access control and security systems

Spring Maintenance

- ☐ Inspect for any potential winter damage to the roofing, siding, and windows
- ☐ Maintain landscaping by mowing, weeding, planting, fertilizing, and trimming
- ☐ Inspect and test irrigation systems
- ☐ Inspect and service AC units
- ☐ Clean HVAC systems of dust and debris

- ☐ Clean out drains and gutters
- ☐ Wash the exterior of the building

Summer Maintenance

- ☐ Service HVAC system to ensure proper cooling and ventilation during hot/humid weather
- ☐ Clear debris from the roof and repair any damage
- ☐ Inspect building materials for deterioration
- ☐ Inspect parking areas and roads
- ☐ Inspect windows and doors for proper seals
- ☐ Maintain outdoor recreational areas

Fall Maintenance

- ☐ Clean and remove tree debris from the roof and landscaping
- ☐ Clean and store outdoor furniture/equipment
- ☐ Inspect window and door seals for the upcoming winter
- ☐ Inspect the building's insulation
- ☐ Seal cracks in asphalt or concrete
- ☐ Fix any leaks from the plumbing
- ☐ Establish a winter emergency plan for snow and ice removal
- ☐ Inspect HVAC to ensure heating is working properly

Winter Maintenance

- ☐ Prepare landscaping for winter weather
- ☐ Inspect roof and gutters for ice dams
- ☐ Insulate pipes to prevent freezing
- ☐ Clear out walkways and doors to prevent ice/snow buildup
- ☐ Inspect and replace weatherstripping