

DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. IX

BUILDING MAINTENANCE CHECKLIST

Location: _____

Date of Inspection: _____

ACTIVITY		TICK BOX	REMARKS
EXTERIOR	Inspect the condition of the paint and walls. Check for signs of peeling or chipping paint. Repaint as needed.		
	Look for broken windows and doors. Check the condition of the window and door frames.		
	Check the condition of glass. Make sure that there is no crack and not broken.		
INTERIOR	Check the condition of the walls, floors, and ceilings. Check for signs of moisture. Make sure that there is no crack on the walls, ceilings and floors.		
	Make sure all windows have locks and are easily opened. Lubricate the hinge and locking mechanisms if necessary.		
	Ensure that the faucets and toilets are in good condition and operating properly and not leaking.		
	Ensure all garbage containers have cover or properly fitting lids.		
	Ensure all doors are functional and no obstructions should be blocking any of the exits.		
	Check the condition of door locks.		
	Check for any hazards (i.e. electrical, structural, mechanical) such as trip hazards.		
LIGHTING	Inspect all light fixtures at regular intervals. Replace any burned out bulbs.		
	Inspect the cables of exterior lights as well as screws and other hardware.		
	Make sure all lighting is properly installed and functioning.		
ELECTRICAL	Make sure that all exhaust fans are clean and functioning properly.		
	Make sure electrical panel is accessible.		
	Check the wire periodically and remove any fire hazards.		
	Replace fuses as needed. Make sure to include extra fuses in the facility maintenance supplies.		
	Make sure meters are clean and well-lit.		
SAFETY	Check all first aid kits. Restock if necessary.		
	Make sure all safety signs and equipment labels are properly placed and in good condition.		
	Make sure that all smoke and carbon monoxide detectors are working properly.		
	Test the fire alarm system.		
	Make sure that fire extinguishers are present where required and not obstructed. Check them every three months. Replace if needed.		
	Make sure fire exits are free of obstructions.		
SEATS/ TABLES	Make sure tables and chairs are in good condition, clean, not broken and securely mounted.		

Inspected by:

Name and Signature