

FREE FACILITIES & PROPERTY BUILDING MAINTENANCE TEMPLATE

Building Maintenance Checklist

Use this 60-point checklist to maintain the building envelope, interiors, HVAC, electrical, plumbing, life-safety support assets, lifts and access systems, external areas, contractor work, maintenance backlog, corrective actions, verification, and final sign-off.

Property / building

Maintenance date

Building / zone

Inspector / facilities owner

Internal Facilities & Property template. Apply manufacturer instructions, approved maintenance procedures, safe-work rules, specialist inspection and testing requirements, service contracts, building standards, and local regulatory requirements as controlling references.

1. Maintenance scope, building profile, asset register, schedules, ownership, and previous issues

- 1
- Confirm the property, building, floor or zone, maintenance date, operating status, and building-maintenance scope are clearly identified.
- CRITICAL
- BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: Start with the current building asset register, maintenance calendar, open work orders, and previous repeat defects so the round targets both scheduled tasks and known...

- 2
- Identify the building systems and areas included in the round, including envelope, interiors, HVAC, electrical, plumbing, life-safety support assets, access systems, and external areas.
- CRITICAL
- BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: Start with the current building asset register, maintenance calendar, open work orders, and previous repeat defects so the round targets both scheduled tasks and known...

- 3
- Verify the current maintenance schedule defines recurring tasks, frequencies, responsible teams or contractors, and expected completion dates for critical building assets.
- CRITICAL
- BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: Start with the current building asset register, maintenance calendar, open work orders, and previous repeat defects so the round targets both scheduled tasks and known...

- 4
- Review previous leaks, breakdowns, electrical faults, HVAC complaints, plumbing issues, door failures, lighting defects, water damage, and repeat work orders before starting.
- BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: Start with the current building asset register, maintenance calendar, open work orders, and previous repeat defects so the round targets both scheduled tasks and known...

- 5
- Confirm responsibilities are defined across facilities, engineering, maintenance, property management, security, housekeeping, specialist contractors, and operations.
- CRITICAL
- BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: Start with the current building asset register, maintenance calendar, open work orders, and previous repeat defects so the round targets both scheduled tasks and known...

- 6
- Record property, maintenance date, building or zone, inspector or technician, maintenance owner, facilities owner, contractor where applicable, and next planned round date.
- BUILDING

FINAL STATUS | Enter

FACILITIES OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Start with the current building asset register, maintenance calendar, open work orders, and previous repeat defects so the round targets both scheduled tasks and known...

2. Roof, facade, walls, windows, doors, sealants, weatherproofing, and building-envelope condition

7

Inspect accessible roof areas, parapets, roof edges, gutters, outlets, downpipes, flashings, penetrations, and visible waterproofing for damage or deterioration.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Envelope defects often appear first as staining, cracked sealant, corrosion, loose components, or recurring water ingress. Record early clues before they become major...

8

Check facades, cladding, masonry, render, exterior finishes, joints, sealants, canopies, soffits, and mounted components for cracks, looseness, corrosion, staining, or displacement.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Envelope defects often appear first as staining, cracked sealant, corrosion, loose components, or recurring water ingress. Record early clues before they become major...

9

Inspect windows, glazing, frames, external doors, weather seals, thresholds, closers, locks, and perimeter joints for damage, leakage clues, or poor operation.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Envelope defects often appear first as staining, cracked sealant, corrosion, loose components, or recurring water ingress. Record early clues before they become major...

10

Review visible water stains, damp patches, peeling finishes, swollen materials, corrosion trails, or repeated leak locations for unresolved envelope defects.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Envelope defects often appear first as staining, cracked sealant, corrosion, loose components, or recurring water ingress. Record early clues before they become major...

11

Confirm roof drains, gutters, scuppers, and external drainage paths are clear enough for service and not obstructed by debris, vegetation, or maintenance materials.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Envelope defects often appear first as staining, cracked sealant, corrosion, loose components, or recurring water ingress. Record early clues before they become major...

12

Escalate active water ingress, loose facade components, unsafe glazing, severe corrosion, damaged roof protection, or other conditions requiring specialist repair.

CRITICAL

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: Envelope defects often appear first as staining, cracked sealant, corrosion, loose components, or recurring water ingress. Record early clues before they become major...

3. Interior floors, walls, ceilings, doors, partitions, stairs, finishes, fixtures, and common-area condition

13

Inspect floors, tiles, carpets, thresholds, skirtings, walls, ceilings, partitions, and finishes for damage, loose materials, staining, holes, cracking, or deterioration.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Interior maintenance should distinguish cosmetic wear from defects that affect safety, usability, water control, hygiene, or continued deterioration.

14

Check internal doors, hinges, handles, locks, closers, stops, frames, seals, and access-control interfaces for reliable operation and secure condition.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Interior maintenance should distinguish cosmetic wear from defects that affect safety, usability, water control, hygiene, or continued deterioration.

15

Inspect stairs, handrails, guardrails, ramps, landings, balustrades, and internal walking routes for loose components, damaged finishes, or maintenance defects.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Interior maintenance should distinguish cosmetic wear from defects that affect safety, usability, water control, hygiene, or continued deterioration.

16

Check ceilings and wall surfaces below plumbing, roofs, HVAC equipment, or service risers for fresh staining, dampness, swelling, or signs of concealed leakage.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Interior maintenance should distinguish cosmetic wear from defects that affect safety, usability, water control, hygiene, or continued deterioration.

17

Inspect fixed furniture, counters, noticeboards, wall-mounted fixtures, cubbies, service hatches, and common-area fittings for secure installation and damage.

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Interior maintenance should distinguish cosmetic wear from defects that affect safety, usability, water control, hygiene, or continued deterioration.

18

Create corrective work for trip hazards, loose finishes, damaged doors, unstable fixtures, active dampness, or repeated interior defects affecting safe building use.

CRITICAL

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: Interior maintenance should distinguish cosmetic wear from defects that affect safety, usability, water control, hygiene, or continued deterioration.

4. HVAC, ventilation, filters, air-handling equipment, controls, condensate, and comfort condition

19

Inspect HVAC units, air-handling equipment, fan-coil units, split systems, exhaust fans, and accessible ventilation equipment included in the building round.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: This building-maintenance round should identify obvious HVAC service issues and overdue tasks; specialist refrigerant, combustion, controls, or balancing work should...

20

Check filter status, access panels, coils, fans, belts, guards, vents, and visible equipment condition for dirt, damage, looseness, abnormal noise, or overdue maintenance.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: This building-maintenance round should identify obvious HVAC service issues and overdue tasks; specialist refrigerant, combustion, controls, or balancing work should...

21

Inspect condensate pans, drains, traps, pumps, insulation, and nearby surfaces for blockage, standing water, leakage, corrosion, or recurring moisture.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: This building-maintenance round should identify obvious HVAC service issues and overdue tasks; specialist refrigerant, combustion, controls, or balancing work should...

22

Review thermostats, temperature sensors, control displays, BMS alarms, overrides, setpoints, and reported comfort issues for unresolved maintenance needs.

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: This building-maintenance round should identify obvious HVAC service issues and overdue tasks; specialist refrigerant, combustion, controls, or balancing work should...

23

Check outdoor-air intakes, exhaust outlets, grilles, diffusers, louvers, and accessible air paths for blockage, damage, heavy dust, or obvious airflow restriction.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: This building-maintenance round should identify obvious HVAC service issues and overdue tasks; specialist refrigerant, combustion, controls, or balancing work should...

24

Escalate failed fans, active water leakage, repeated alarms, abnormal noise, poor airflow, damaged insulation, or other HVAC defects into corrective maintenance.

CRITICAL

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: This building-maintenance round should identify obvious HVAC service issues and overdue tasks; specialist refrigerant, combustion, controls, or balancing work should...

5. Electrical distribution, lighting, emergency power, enclosures, access, visible defects, and maintenance status

25

Inspect accessible electrical rooms, switchboards, panelboards, distribution boards, control cabinets, and electrical enclosures for visible condition and clear access.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Routine building maintenance should stay within the inspector's authorization. Damaged or abnormal electrical equipment should be isolated or escalated to qualified...

26

Confirm electrical working areas are not used for inappropriate storage and panel doors, covers, labels, locks, and blanks are secure and serviceable.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Routine building maintenance should stay within the inspector's authorization. Damaged or abnormal electrical equipment should be isolated or escalated to qualified...

27

Check internal and external lighting, common-area lighting, service-room lighting, controls, sensors, and time switches for failed lamps, damaged fittings, or incorrect operation.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Routine building maintenance should stay within the inspector's authorization. Damaged or abnormal electrical equipment should be isolated or escalated to qualified...

28

Inspect visible sockets, switches, isolators, plugs, flexible cords, conduit, cable supports, and external connections for damage, looseness, overheating clues, or deterioration.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Routine building maintenance should stay within the inspector's authorization. Damaged or abnormal electrical equipment should be isolated or escalated to qualified...

29

Review UPS, batteries, generators, chargers, emergency-power interfaces, electrical alarms, or specialist maintenance records where these assets are part of the building programme.

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: Routine building maintenance should stay within the inspector's authorization. Damaged or abnormal electrical equipment should be isolated or escalated to qualified...

30

Escalate exposed electrical risk, overheating clues, water near electrical equipment, damaged enclosures, repeated trips, failed emergency power, or other critical electrical defects.

CRITICAL

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
---------------	--------------------	-------	----------	--------

Execution tip: Routine building maintenance should stay within the inspector's authorization. Damaged or abnormal electrical equipment should be isolated or escalated to qualified...

6. Plumbing, water supply, fixtures, hot water, drainage, pumps, leaks, and water-damage control

31

Inspect visible water-supply pipework, isolation valves, meters, fixtures, taps, toilets, basins, sinks, showers, and sanitary fittings included in the maintenance round.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Small leaks and drainage defects can create large building repairs. Record both the plumbing defect and any resulting damage to ceilings, walls, floors, joinery, or...

32

Check water heaters, hot-water cylinders, recirculation components, visible valves, pipe insulation, and accessible hot-water equipment for leakage, corrosion, or abnormal condition.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Small leaks and drainage defects can create large building repairs. Record both the plumbing defect and any resulting damage to ceilings, walls, floors, joinery, or...

33

Inspect floor drains, traps, gullies, waste lines, cleanouts, sumps, drainage points, and pump areas for blockage, odor, leakage, standing water, or overflow clues.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Small leaks and drainage defects can create large building repairs. Record both the plumbing defect and any resulting damage to ceilings, walls, floors, joinery, or...

34

Check booster pumps, sump pumps, sewage pumps, tanks, float controls, visible valves, and alarms for obvious leakage, damage, repeated trips, or failed standby condition.

CRITICAL

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
---------------	--------------------	-------	----------	--------

Execution tip: Small leaks and drainage defects can create large building repairs. Record both the plumbing defect and any resulting damage to ceilings, walls, floors, joinery, or...

35

Inspect ceilings, walls, floors, cabinets, service shafts, and finishes around plumbing routes for staining, dampness, swelling, corrosion, or hidden-leak indicators.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Small leaks and drainage defects can create large building repairs. Record both the plumbing defect and any resulting damage to ceilings, walls, floors, joinery, or...

36

Escalate uncontrolled leakage, sewage backup, failed critical pumps, severe corrosion, hot-water faults, or repeated plumbing defects for corrective work.

CRITICAL

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: Small leaks and drainage defects can create large building repairs. Record both the plumbing defect and any resulting damage to ceilings, walls, floors, joinery, or...

7. Fire and life-safety support assets, exits, alarms, extinguishers, fire doors, emergency lighting, and impairments

37

Confirm required exit routes, stairs, exit doors, and final discharge paths included in the maintenance round are clear, usable, and free from maintenance-related obstruction.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Building-maintenance staff can verify access, visible condition, obvious faults, and maintenance records, but code-required inspection and testing must remain with the...

38

Inspect visible fire doors, closers, latches, panic hardware, hold-open devices, and door condition for obvious damage, wedging, or failure to close as intended.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Building-maintenance staff can verify access, visible condition, obvious faults, and maintenance records, but code-required inspection and testing must remain with the...

39

Check fire-alarm panel status, visible manual devices, detectors, notification appliances, and related interfaces for obvious faults, obstruction, or unresolved impairment indicators.

CRITICAL

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: Building-maintenance staff can verify access, visible condition, obvious faults, and maintenance records, but code-required inspection and testing must remain with the...

40

Inspect portable extinguishers and cabinets for location, access, visible condition, and obvious overdue service or missing-unit issues where included in the maintenance round.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Building-maintenance staff can verify access, visible condition, obvious faults, and maintenance records, but code-required inspection and testing must remain with the...

41

Check emergency lighting, exit signs, fire-service access points, sprinkler or standpipe access, and other visible life-safety support interfaces for obstruction or damage.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: Building-maintenance staff can verify access, visible condition, obvious faults, and maintenance records, but code-required inspection and testing must remain with the...

42

Escalate any condition reducing required fire or life-safety protection under the property's approved impairment and corrective-action process.

CRITICAL

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
---------------	--------------------	-------	----------	--------

Execution tip: Building-maintenance staff can verify access, visible condition, obvious faults, and maintenance records, but code-required inspection and testing must remain with the...

8. Lifts, automatic doors, access control, gates, shutters, security hardware, and common building equipment

43

Inspect lift or elevator lobbies, doors, indicators, call buttons, landing interfaces, machine-room access, and visible equipment condition for damage or reported faults.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: This round should identify obvious serviceability problems and overdue specialist maintenance. Do not perform intrusive work on lifts or other regulated systems without...

44

Verify current lift, escalator, platform-lift, automatic-door, or other specialist service records are available where applicable to the property's maintenance programme.

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: This round should identify obvious serviceability problems and overdue specialist maintenance. Do not perform intrusive work on lifts or other regulated systems without...

45

Inspect automatic doors, powered gates, shutters, barriers, turnstiles, access-control doors, intercoms, card readers, and related common building equipment for obvious damage or poor operation.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: This round should identify obvious serviceability problems and overdue specialist maintenance. Do not perform intrusive work on lifts or other regulated systems without...

46

Check door sensors, safety edges, visible guards, emergency-release features, controls, tracks, rollers, hinges, or supports for damage or maintenance needs where safely observable.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: This round should identify obvious serviceability problems and overdue specialist maintenance. Do not perform intrusive work on lifts or other regulated systems without...

47

Review recurring access-control, lift, gate, door, or security-hardware faults and confirm repeated service calls have appropriate corrective or replacement action.

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
---------------	--------------------	-------	----------	--------

Execution tip: This round should identify obvious serviceability problems and overdue specialist maintenance. Do not perform intrusive work on lifts or other regulated systems without...

48

Escalate trapped-person risk, failed access or egress function, damaged automatic equipment, repeated lift faults, or unsafe common building equipment to the qualified service provider.

CRITICAL

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
---------------	--------------------	-------	----------	--------

Execution tip: This round should identify obvious serviceability problems and overdue specialist maintenance. Do not perform intrusive work on lifts or other regulated systems without...

9. External areas, parking, paths, drainage, landscaping interfaces, waste areas, lighting, and weather-related maintenance

49

Inspect entrances, walkways, ramps, steps, external stairs, paving, curbs, parking areas, loading approaches, and pedestrian routes for damage or deterioration.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: External building maintenance should protect safe access and the building envelope. Drainage, vegetation, lighting, surfaces, and waste areas can all create recurring...

50

Check external drains, channels, gullies, catch basins, downpipe outlets, grading, and visible stormwater paths for blockage, standing water, erosion, or overflow clues.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: External building maintenance should protect safe access and the building envelope. Drainage, vegetation, lighting, surfaces, and waste areas can all create recurring...

51

Inspect exterior lighting, bollards, signs, canopies, handrails, guardrails, fences, gates, and fixed external fixtures for damage, corrosion, looseness, or failed operation.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: External building maintenance should protect safe access and the building envelope. Drainage, vegetation, lighting, surfaces, and waste areas can all create recurring...

52

Check vegetation, tree growth, roots, climbing plants, landscaping, irrigation, and soil condition for contact with the building, blocked drains, damaged paving, or moisture impact.

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: External building maintenance should protect safe access and the building envelope. Drainage, vegetation, lighting, surfaces, and waste areas can all create recurring...

53

Inspect waste and recycling areas, service yards, loading areas, external plant spaces, and storage zones for damage, leakage, drainage issues, or maintenance obstruction.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: External building maintenance should protect safe access and the building envelope. Drainage, vegetation, lighting, surfaces, and waste areas can all create recurring...

54

Escalate unsafe surfaces, failed external lighting, blocked drainage, damaged rails or barriers, severe weather damage, or exterior defects affecting safe building use.

CRITICAL

BUILDING

Building Item	Condition / status	Owner	Evidence	Action
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Execution tip: External building maintenance should protect safe access and the building envelope. Drainage, vegetation, lighting, surfaces, and waste areas can all create recurring...

10. Work orders, contractor handback, safe maintenance, backlog, recurring defects, verification, and final sign-off

55

Classify each finding by envelope, interior, HVAC, electrical, plumbing, life safety, lift or access, external area, contractor, documentation, or other approved category.

BUILDING

Building item	Condition / status	Owner	Evidence	Action
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Execution tip: The building round is complete only when defects have owners, maintenance areas are safely handed back, significant repairs are rechecked, and recurring failures are...

56

Prioritize findings using safety impact, building-service impact, water-damage potential, asset criticality, occupant exposure, recurrence, deterioration rate, and urgency.

CRITICAL

BUILDING

Building item	Condition / status	Owner	Evidence	Action
---------------	--------------------	-------	----------	--------

Execution tip: The building round is complete only when defects have owners, maintenance areas are safely handed back, significant repairs are rechecked, and recurring failures are...

57

Create or link facilities work orders, specialist service, replacement, engineering review, contractor action, parts procurement, or capital follow-up with named owners and due dates.

CRITICAL

BUILDING

Building item	Condition / status	Owner	Evidence	Action
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Execution tip: The building round is complete only when defects have owners, maintenance areas are safely handed back, significant repairs are rechecked, and recurring failures are...

58

Verify maintenance work areas are safely handed back with tools, waste, temporary barriers, covers, panels, access restrictions, and isolation controls correctly cleared or restored.

CRITICAL

BUILDING

Maintained

Needs work

Critical

LIVE PHOTO | Add

Execution tip: The building round is complete only when defects have owners, maintenance areas are safely handed back, significant repairs are rechecked, and recurring failures are...

59

Reinspect significant corrective work using live photos, functional checks, service reports, updated readings, contractor evidence, or specialist sign-off before closure.

CRITICAL

BUILDING

Building item	Condition / status	Owner	Evidence	Action
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Execution tip: The building round is complete only when defects have owners, maintenance areas are safely handed back, significant repairs are rechecked, and recurring failures are...

60

Record final building-maintenance status, critical open defects, restricted areas, overdue work, repeat failures, maintenance backlog, next round date, inspector, facilities owner, and management approval.

CRITICAL

BUILDING

FINAL STATUS | Enter

FACILITIES OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: The building round is complete only when defects have owners, maintenance areas are safely handed back, significant repairs are rechecked, and recurring failures are...