

FREE OPERATIONAL TEMPLATE

Facility Maintenance Checklist

Use this 60-point checklist to inspect building condition, HVAC, refrigeration, electrical, plumbing, equipment, preventive maintenance, work orders, contractors, safety systems, and corrective-action closure.

Facility / location

Inspection date

Inspector

Facility manager

1. Scope, asset register, ownership, and maintenance history

1

Confirm the facility, location, format, inspection date, inspector, facility manager, operating hours, and areas included in the review.

FACILITY MAINTENANCE

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

🔍

Execution tip:

Confirm the current asset list, criticality, warranty, service ownership, and unresolved work before the inspection begins.

2

Verify the asset register covers building systems, equipment IDs, exact locations, criticality, warranty status, service vendors, and responsible owners.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action
----------------	--------	-------	----------	--------

🔍

Execution tip:

Confirm the current asset list, criticality, warranty, service ownership, and unresolved work before the inspection begins.

3

Review previous inspections, open work orders, repeat faults, downtime, complaints, incidents, insurance findings, and overdue corrective actions.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action
----------------	--------	-------	----------	--------

🔍

Execution tip:

Confirm the current asset list, criticality, warranty, service ownership, and unresolved work before the inspection begins.

4

Define critical shutdown, isolation, evacuation, service restriction, and escalation rules for defects that create immediate danger or operational risk.

CRITICAL

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

🔍

Execution tip:

Confirm the current asset list, criticality, warranty, service ownership, and unresolved work before the inspection begins.

5

Confirm the preventive-maintenance calendar covers statutory checks, manufacturer instructions, lease obligations, warranty conditions, and operating needs.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action
----------------	--------	-------	----------	--------

🔍

Execution tip:

Confirm the current asset list, criticality, warranty, service ownership, and unresolved work before the inspection begins.

6

Confirm named owners for facilities, utilities, HVAC, refrigeration, electrical, plumbing, fire systems, security, contractors, and action closure.

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip:

Confirm the current asset list, criticality, warranty, service ownership, and unresolved work before the inspection begins.

2. Building exterior, structure, envelope, and site access

7

Inspect roofs, canopies, walls, cladding, windows, seals, gutters, and downpipes for damage, corrosion, loose materials, leakage, and blocked drainage.

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

📷

Execution tip:

Inspect from the outside in and capture water ingress, structural damage, access hazards, and temporary repairs with wide-angle evidence.

8

Check foundations, slabs, columns, beams, ceilings, and structural joints for cracking, movement, corrosion, spalling, moisture, or other deterioration.

CRITICAL

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

📷

Execution tip:

Inspect from the outside in and capture water ingress, structural damage, access hazards, and temporary repairs with wide-angle evidence.

9

Verify doors, shutters, loading bays, locks, hinges, closers, automatic doors, and access-control hardware operate safely and reliably.

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

📷

Execution tip:

Inspect from the outside in and capture water ingress, structural damage, access hazards, and temporary repairs with wide-angle evidence.

10

Inspect walkways, ramps, stairs, handrails, curbs, bollards, parking areas, and delivery routes for damage, trip hazards, impact risk, and accessibility.

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

📷

Execution tip:

Inspect from the outside in and capture water ingress, structural damage, access hazards, and temporary repairs with wide-angle evidence.

11

Confirm site drainage prevents standing water, flooding, soil erosion, blocked channels, pest harbourage, and water entry into the building.

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

📷

Execution tip:

Inspect from the outside in and capture water ingress, structural damage, access hazards, and temporary repairs with wide-angle evidence.

12

Check external signage, lighting, boundary controls, landscaping, service yards, roof-access routes, and plant compounds for condition and safe access.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action

📷

Execution tip:

Inspect from the outside in and capture water ingress, structural damage, access hazards, and temporary repairs with wide-angle evidence.

3. Interior condition, customer areas, and accessibility

13

Inspect floors, walls, ceilings, partitions, finishes, glazing, and decorative elements for damage, loose materials, leaks, stains, mould, and unsafe edges.

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

🔍

Execution tip:

Walk public and employee routes during normal operating conditions, not only after cleaning or before the facility opens.

14

Verify customer and employee routes, corridors, stairs, lifts, thresholds, accessible features, and emergency access remain safe, clear, and operational.

CRITICAL

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip:

Walk public and employee routes during normal operating conditions, not only after cleaning or before the facility opens.

15

Inspect counters, shelving, doors, windows, fixtures, furniture, protective guards, and mounted items for stability, damage, and safe condition.

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

🔍

Execution tip:

Walk public and employee routes during normal operating conditions, not only after cleaning or before the facility opens.

16

Check customer and employee washroom finishes, partitions, doors, grab rails, mirrors, dispensers, and accessibility features for condition and usability.

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip:

Walk public and employee routes during normal operating conditions, not only after cleaning or before the facility opens.

17

Verify indoor lighting, noise, odour, temperature, ventilation, and humidity provide an acceptable environment for customers, employees, stock, and equipment.

FACILITY MAINTENANCE

ACTUAL

Enter

TARGET

Enter

VARIANCE

Enter

🔍

Execution tip:

Walk public and employee routes during normal operating conditions, not only after cleaning or before the facility opens.

18

Inspect back-of-house rooms, storage areas, offices, staff spaces, ceiling voids, service corridors, and plant rooms for condition, access, and housekeeping.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action
----------------	--------	-------	----------	--------

🔍

Execution tip:

Walk public and employee routes during normal operating conditions, not only after cleaning or before the facility opens.

4. HVAC, refrigeration, ventilation, and environmental controls

19

Verify HVAC units operate without alarms, water leaks, overheating, abnormal noise, excessive vibration, odour, or repeated cycling.

CRITICAL

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

🔍

Execution tip:

Record actual readings, alarms, leaks, abnormal noise, and service status for equipment that can affect safety, comfort, product quality, or uptime.

20

Record representative temperature, humidity, pressure, airflow, filter differential, or other approved environmental readings and compare them with targets.

FACILITY MAINTENANCE

READING

Enter

LIMIT

Enter

DEVICE ID

Enter

🔍

Execution tip:

Record actual readings, alarms, leaks, abnormal noise, and service status for equipment that can affect safety, comfort, product quality, or uptime.

21

Inspect air filters, coils, condensate drains, belts, fans, dampers, vents, and diffusers for cleanliness, wear, blockage, corrosion, and secure installation.

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

🔍

Execution tip:

Record actual readings, alarms, leaks, abnormal noise, and service status for equipment that can affect safety, comfort, product quality, or uptime.

22

Verify refrigeration and freezer systems, condensers, evaporators, door seals, alarms, defrost controls, drainage, and backup arrangements are working.

CRITICAL

FACILITY MAINTENANCE

READING

Enter

LIMIT

Enter

DEVICE ID

Enter

🔍

Execution tip:

Record actual readings, alarms, leaks, abnormal noise, and service status for equipment that can affect safety, comfort, product quality, or uptime.

23

Review refrigerant leak checks, gas records, service history, statutory certification, breakdown reports, and corrective actions for open concerns.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action
----------------	--------	-------	----------	--------

🔍

Execution tip:

Record actual readings, alarms, leaks, abnormal noise, and service status for equipment that can affect safety, comfort, product quality, or uptime.

24

Confirm BMS controls, thermostats, sensors, remote alarms, schedules, overrides, and backup settings are monitored, protected, and reviewed.

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip:

Record actual readings, alarms, leaks, abnormal noise, and service status for equipment that can affect safety, comfort, product quality, or uptime.

5. Electrical, lighting, backup power, and utility systems

25

Inspect electrical panels, distribution boards, enclosures, labels, clearances, locks, protective covers, warning signs, and evidence of heat or moisture.

CRITICAL

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

🔍

Execution tip:

Do not open, repair, or test energized systems unless qualified. Isolate unsafe equipment and route work through approved specialists.

26

Check outlets, switches, cords, plugs, extension use, cable routes, damaged covers, exposed conductors, loose fittings, and signs of overheating.

CRITICAL

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

🔍

Execution tip:

Do not open, repair, or test energized systems unless qualified. Isolate unsafe equipment and route work through approved specialists.

27

Verify emergency lighting, exterior lighting, task lighting, exit signs, timers, photocells, occupancy sensors, and control panels operate as intended.

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip:

Do not open, repair, or test energized systems unless qualified. Isolate unsafe equipment and route work through approved specialists.

28

Inspect UPS systems, generators, batteries, automatic transfer equipment, fuel, cooling, alarms, load-test records, and preventive maintenance.

CRITICAL

FACILITY MAINTENANCE

READING

Enter

LIMIT

Enter

DEVICE ID

Enter

🔍

Execution tip:

Do not open, repair, or test energized systems unless qualified. Isolate unsafe equipment and route work through approved specialists.

29

Confirm utility meters, energy monitors, power-quality alarms, demand peaks, abnormal consumption, and billing variances are reviewed and investigated.

FACILITY MAINTENANCE

ACTUAL

Enter

TARGET

Enter

VARIANCE

Enter

🔍

Execution tip:

Do not open, repair, or test energized systems unless qualified. Isolate unsafe equipment and route work through approved specialists.

30

Verify electrical defects are isolated, labelled, restricted, and repaired or tested by qualified persons with completion evidence and authorization to restore.

CRITICAL

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action

🔍

Execution tip:

Do not open, repair, or test energized systems unless qualified. Isolate unsafe equipment and route work through approved specialists.

6. Plumbing, water, drainage, washrooms, and grease systems

31

Inspect incoming water supplies, pumps, storage tanks, heaters, treatment systems, backflow protection, pressure controls, and temperature settings.

FACILITY MAINTENANCE

READING

Enter

LIMIT

Enter

DEVICE ID

Enter

🔍

Execution tip:

Trace every leak or blockage to its source, protect affected areas, contain contamination, and verify sanitation after the repair.

32

Check pipes, valves, taps, fittings, hoses, flexible connections, appliances, and insulation for leaks, corrosion, condensation, noise, and secure support.

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

🔍

Execution tip:

Trace every leak or blockage to its source, protect affected areas, contain contamination, and verify sanitation after the repair.

33

Verify sinks, basins, toilets, urinals, drains, floor gullies, traps, sewage systems, and venting flow correctly without odour, blockage, or backflow.

CRITICAL

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip:

Trace every leak or blockage to its source, protect affected areas, contain contamination, and verify sanitation after the repair.

34

Inspect grease traps, interceptors, oil separators, sump pumps, sewage ejectors, and associated alarms, cleaning schedules, and service records.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action

🔍

Execution tip:

Trace every leak or blockage to its source, protect affected areas, contain contamination, and verify sanitation after the repair.

35

Confirm water leaks, blocked drains, sewage backflow, overflow, and contamination risks are isolated, contained, repaired, cleaned, and documented.

CRITICAL

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

🔍

Execution tip:

Trace every leak or blockage to its source, protect affected areas, contain contamination, and verify sanitation after the repair.

36

Review water-quality checks, tank cleaning, site-specific health monitoring, flushing, sampling, and corrective records where required by the facility.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action

🔍

Execution tip:

Trace every leak or blockage to its source, protect affected areas, contain contamination, and verify sanitation after the repair.

7. Operational equipment, preventive maintenance, and calibration

37

Inspect operational equipment for guards, covers, mounts, wheels, casters, levelling, vibration, leaks, corrosion, cleanliness, and general condition.

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

🔍

Execution tip:

Compare service history with actual equipment condition and raise work orders for overdue, temporary, or recurring defects.

38

Verify preventive maintenance for critical equipment was completed by the due date with technician details, service evidence, and test results.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action
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🔍

Execution tip:

Compare service history with actual equipment condition and raise work orders for overdue, temporary, or recurring defects.

39

Check lubrication, belts, chains, bearings, seals, fasteners, filters, switches, interlocks, and safety devices against approved maintenance instructions.

CRITICAL

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

🔍

Execution tip:

Compare service history with actual equipment condition and raise work orders for overdue, temporary, or recurring defects.

40

Confirm measuring devices, thermostats, gauges, probes, timers, sensors, and meters are calibrated or verified at the required frequency.

FACILITY MAINTENANCE

READING	Enter	LIMIT	Enter	DEVICE ID	Enter
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🔍

Execution tip:

Compare service history with actual equipment condition and raise work orders for overdue, temporary, or recurring defects.

41

Review repeat breakdowns, downtime, repair cost, failed parts, temporary fixes, operational impact, and replacement or capital-expenditure needs.

FACILITY MAINTENANCE

ACTUAL	Enter	TARGET	Enter	VARIANCE	Enter
--------	-------	--------	-------	----------	-------

🔍

Execution tip:

Compare service history with actual equipment condition and raise work orders for overdue, temporary, or recurring defects.

42

Verify critical spare parts, consumables, manuals, tools, isolation equipment, and emergency vendor contacts are available and controlled.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action
----------------	--------	-------	----------	--------

🔍

Execution tip:

Compare service history with actual equipment condition and raise work orders for overdue, temporary, or recurring defects.

8. Fire, life safety, security, and emergency readiness

43

Verify fire alarms, extinguishers, fixed suppression, emergency lighting, exits, fire doors, evacuation signs, and service records are current and accessible.

CRITICAL

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add

Execution tip:

Verify life-safety systems through approved test and service records, and immediately escalate any impairment or unauthorized bypass.

44

Inspect gas systems, shutoff valves, leak detection, pressure regulators, connected appliances, ventilation, certification, and service records.

CRITICAL

FACILITY MAINTENANCE

READING

Enter

LIMIT

Enter

DEVICE ID

Enter

Execution tip:

Verify life-safety systems through approved test and service records, and immediately escalate any impairment or unauthorized bypass.

45

Check security alarms, CCTV, access control, panic devices, keys, locks, perimeter controls, recording status, and backup power.

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

Execution tip:

Verify life-safety systems through approved test and service records, and immediately escalate any impairment or unauthorized bypass.

46

Verify lifts, escalators, loading-dock equipment, automatic doors, hoists, or other regulated systems have current inspections and safe operating condition.

CRITICAL

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action

Execution tip:

Verify life-safety systems through approved test and service records, and immediately escalate any impairment or unauthorized bypass.

47

Confirm emergency contacts, utility shutoff maps, isolation procedures, evacuation routes, spill response, and business-continuity instructions are available.

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A

Execution tip:

Verify life-safety systems through approved test and service records, and immediately escalate any impairment or unauthorized bypass.

48

Verify system impairments, alarm bypasses, temporary power, restricted areas, and safety limitations are approved, communicated, monitored, and tracked to closure.

CRITICAL

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action

Execution tip:

Verify life-safety systems through approved test and service records, and immediately escalate any impairment or unauthorized bypass.

9. Work orders, contractors, spares, housekeeping, and external services

49

Review the work-order backlog, priority, risk rating, due date, service-level target, escalation, status accuracy, and operational impact.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action



Execution tip: Sample completed and overdue work orders to confirm the diagnosis, parts used, test proof, customer acceptance, and correct closure status.

50

Sample completed jobs for fault diagnosis, labour, parts, photos, permits, test results, user confirmation, invoice, and closure approval.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action



Execution tip: Sample completed and overdue work orders to confirm the diagnosis, parts used, test proof, customer acceptance, and correct closure status.

51

Verify contractors are approved, insured, inducted, competent, licensed where required, and working with permits, risk controls, and supervision.

CRITICAL

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A



Execution tip: Sample completed and overdue work orders to confirm the diagnosis, parts used, test proof, customer acceptance, and correct closure status.

52

Inspect the maintenance workshop, tool control, ladders, access equipment, chemicals, PPE, charging areas, housekeeping, and secure storage.

FACILITY MAINTENANCE

Safe

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Sample completed and overdue work orders to confirm the diagnosis, parts used, test proof, customer acceptance, and correct closure status.

53

Verify spare-parts inventory, obsolete items, critical stock, reorder levels, warranty returns, secure storage, and issue records are controlled.

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action



Execution tip: Sample completed and overdue work orders to confirm the diagnosis, parts used, test proof, customer acceptance, and correct closure status.

54

Review cleaning, waste, pest, landscaping, grease, tank, facade, roof, lift, fire, security, and other specialist service performance against scope.

FACILITY MAINTENANCE

ACTUAL	Enter	TARGET	Enter	VARIANCE	Enter
--------	-------	--------	-------	----------	-------



Execution tip: Sample completed and overdue work orders to confirm the diagnosis, parts used, test proof, customer acceptance, and correct closure status.

10. Findings, corrective actions, verification, trends, and management sign-off

55

Record every finding with the asset or area, exact location, observed condition, risk, operational impact, evidence, and immediate containment.

FACILITY MAINTENANCE

Finding	Priority	Owner	Due	Proof



Execution tip: Keep actions open until objective evidence confirms the defect is repaired, the area is safe, and the cause has been addressed.

56

Classify findings as critical, major, minor, or observation using approved shutdown, isolation, service restriction, escalation, and reporting rules.

CRITICAL

FACILITY MAINTENANCE

Finding	Priority	Owner	Due	Proof



Execution tip: Keep actions open until objective evidence confirms the defect is repaired, the area is safe, and the cause has been addressed.

57

Assign every corrective action to a named owner with priority, due date, contractor or budget need, temporary control, escalation route, and proof required.

CRITICAL

FACILITY MAINTENANCE

Finding	Priority	Owner	Due	Proof



Execution tip: Keep actions open until objective evidence confirms the defect is repaired, the area is safe, and the cause has been addressed.

58

Verify closure through repeat inspection, live photos, repair records, commissioning, readings, test results, service reports, and approval to restore operation.

CRITICAL

FACILITY MAINTENANCE

Asset / record	Status	Owner	Evidence	Action



Execution tip: Keep actions open until objective evidence confirms the defect is repaired, the area is safe, and the cause has been addressed.

59

Review repeat faults, downtime, energy and water anomalies, overdue actions, contractor performance, repair cost, asset condition, and replacement trends.

FACILITY MAINTENANCE

Compliant

Partial

Non-compliant

N/A



Execution tip: Keep actions open until objective evidence confirms the defect is repaired, the area is safe, and the cause has been addressed.

60

Record the final score, critical failures, unresolved risks, operating restrictions, next review date, facility manager, inspector, reviewer, and signatures.

CRITICAL

FACILITY MAINTENANCE

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign



Execution tip: Keep actions open until objective evidence confirms the defect is repaired, the area is safe, and the cause has been addressed.

RUN THIS CHECKLIST DIGITALLY

Turn facility defects into verified maintenance action

Schedule inspections, capture live evidence and readings, create work orders, escalate critical defects, assign owners, verify repairs, and compare asset performance across every location.

Try the Facility Maintenance
Checklist in Taqtics