



Annual Building Maintenance Checklist

Whether you are the facility manager employee for a building owner or facility manager of your own building both come with annual responsibilities and liabilities that shouldn't be ignored. Each manager must be proactive caring for the building he or she is responsible to operate and maintain. Part of this responsibility is to complete an annual review/inspection of this facility's interior and exterior, the mechanical systems, the electrical systems, and environmental health and life safety. With this diversified of tasks the facility manager will most likely have resources to draw upon to assist in covering the full spectrum of assignments.

This month we are going to focus on suggesting a master checklist be developed to use and, depending on the task, more frequent checks be made versus once-a-year. First though, we want to emphasize why we are presenting this topic in checklist fashion as we have done on a few occasions in past Facility Management columns and Asset Management columns.

Checklists are a time-tested quality control tool to be used to assure consistency, to organize one's assignments, reduce the possibility of omission and/or failure, completeness, continuously improve the checklist, and to basically be an easy to access things-to-do reminder. Checklists can be formatted in an Excel spreadsheet, uploaded to one's cell phone or tablet computer where the results can be documents and saved into a folder on the facility management computer server. Once a checklist is created and used on a regular basis it should be continuously improved upon based on lessons-learned from its application. It also helps by being a time management tool that allows one to be more productive and more efficient with their survey. A real-life story on the creation and application of a checklist was written by Atul Gawande in his book, *"The Checklist Manifesto"* (2009). Dr. Gawande is a surgeon, writer, public health researcher and lecturer and his book on checklists is backed up by actual data



collected comparing before and after the implementation of a checklist at a hospital and most importantly the positive results!

Next month we will continue to discuss the topic of checklists but getting back to this month's discussion and drawing from past *"Focus On Facilities"* we start outside with our survey of a building's exterior. This list of things to check annually if not semi-annually that contribute to management being proactive in protecting the building and the property from minor damage that could be compounded over time if not taken care of in a timely manner.

Walk Around Review:

OVERALL:

[] Building exterior needs painting

ROOF:

- ☐ Loose or missing shingles
- ☐ Gutter(s) not secure
- ☐ Gutter(s) clogged with debris
- ☐ Downspout(s) not secured and/or missing
- ☐ Lightning protection system damage

EXTERIOR WALLS:

- ☐ Missing or damaged siding (wood or vinyl)
- ☐ Cracks in concrete or fieldstone foundation
- ☐ Bulkhead to basement needs repair and/or painting

EXTERIOR WINDOWS:

- ☐ Broken or missing glass panel in storm window
- ☐ Cracked in glass window
- ☐ Windowsill(s) in poor condition

ENTRANCE(S):

- ☐ Damage to step(s)
- ☐ Unsafe access rail(s)
- ☐ Porch railing unsafe
- ☐ Exterior light fixture not working
- ☐ Walkway tripping hazard

INTERIOR WALLS & CEILINGS:

- ☐ Stress cracks
- ☐ Ceiling(s) needs painting
- ☐ Room(s) needs painting
- ☐ Water leak damage

INTERIOR FLOORS:

- ☐ Hard wood floor(s) needs refinishing
- ☐ Linoleum flooring needs replacement
- ☐ Tile floor(s) needs re-caulking
- ☐ Carpet stained
- ☐ Carpet needs replacement

BASEMENT:

- ☐ Inadequate ventilation
- ☐ Cracks in foundation
- ☐ Cracks in floor
- ☐ Signs of water seepage

FILTERS:

- ☐ Refrigerator filter
- ☐ City water or well water filter
- ☐ Air handling unit filters
- ☐ Air conditioning filter
- ☐ Dehumidifier filter

LIFE SAFETY:

- ☐ Smoke detectors tested
- ☐ Carbon monoxide detectors tested
- ☐ Fire extinguisher(s) pressure gauge in range

HEATING SYSTEM:

- ☐ Equipment services within last 6-months

AIR-CONDITIONING SYSTEM:

- ☐ Equipment services within last 6-months

HOT WATER HEATER:

- ☐ Equipment services within last 12-months

Proactive facility management is critical to maximizing the useful service life of buildings, building materials and surfaces, and the equipment and systems that make up the infrastructure of each building. Also important is the safety of the occupants who can be in danger of minor-to-major injuries when maintenance and safety “walk-arounds” are not performed at least once a year.

Whether a building manager or the building owner, management is responsible for maintain the conditions within the building so an annual “walk-around” is always a worthwhile initiative to get a quick overview of this building’s facility conditions.

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