

Checklist

Facilities Management

Security	YES	NO
Are all entrances and exits secure?		
Are there working security cameras?		
Are there any visible signs of break-ins or vandalism?		
Are all security systems functioning properly?		
HVAC	YES	NO
Are all heating and cooling systems functioning properly?		
Are there any leaks or damage to HVAC systems?		
Are filters being changed regularly?		

Electrical	YES	NO
Are all electrical outlets functioning properly?		
Are all electrical panels labeled and easily accessible?		
Are there any visible signs of damage or wear and tear?		
Plumbing	YES	NO
Are all faucets, toilets, and sinks functioning properly?		
Are there any leaks or signs of water damage?		
Are drains clear and free of clogs?		
Are all pipes properly insulated?		
Fire Safety	YES	NO
Are all fire alarms and smoke detectors functioning properly?		
Are there clear exit signs?		
Are all fire extinguishers properly charged and accessible?		

Are all sprinkler systems functioning properly?		
Cleaning	YES	NO
Are all common areas cleaned regularly?		
Are restrooms properly stocked and cleaned?		
Maintenance	YES	NO
Are all doors and windows functioning properly?		
Are there any signs of wear and tear?		
Are there any areas in need of repair or renovation?		
Landscaping	YES	NO
Are all exterior areas well-maintained?		
Are all sidewalks and parking areas clear of debris?		
Are trees and shrubs trimmed regularly?		