

Building Maintenance Checklist

By Checklister

☐ Round details

Complete these details once per round, then use the atomic observations below. The named route is not an automatically generated room module.

☐ Identify the site

Use the site name or permitted site reference used by the maintenance team.

☐ Name the area or short route

State the area covered by this round. Before starting, rename each observation with its actual room or asset; duplicate a check when another asset needs a separate result.

☐ Identify the inspector

Record the person or role completing this round.

☐ Record the round start

Use the actual inspection date and time. Add the local time zone in Comments if the site works across zones.

☐ Reference the previous round and open repairs

Record a permitted previous-round or open-repair reference if one exists. Review existing Issues before creating duplicate repair work.

☐ Confirm the escalation contact

Record the responsible site role or ordinary work contact for faults found on this route. Use the site emergency process immediately for urgent hazards.

☐ Approach

Use only the approved pedestrian approach on the named route.

☐ Check the approach for obstructions

Look along the named approach from a safe position. Report an object blocking the route; do not enter traffic or a cordoned area.

☐ Check the approach surface for damage

Look for visible damage to the named walking surface. Do not test unstable ground.

☐ Check the approach for standing water

Observe standing water from a dry, safe position. Do not walk through it to finish this check.

☐ Corridor or stair

Label each corridor, stair or handrail included in the route before the round.

☐ Check the corridor for obstructions

Look for stored items obstructing the named corridor. Do not assess statutory escape-route compliance.

☐ Check the stair tread for visible damage

Inspect the named tread from normal safe access. Create a separate check for each tread or section requiring its own result.

☐ Check the handrail for visible damage

Look at the named handrail section. Do not pull, load-test or certify it.

☐ Room surfaces

Inspect the named surfaces from floor level. Do not disturb suspect material or open a ceiling.

☐ Check the floor for visible damage

Look at the named floor section for damage. Describe the defect in an Issue without diagnosing its cause.

☐ Check the wall for new cracks

Compare the named wall section with previous evidence where available. Do not diagnose structural causes.

☐ Check the ceiling for water staining

Look at the named ceiling section from floor level. Do not climb or touch a bulging or suspect surface.

☐ Door and window

Use ordinary permitted operation only. Keep each door and window separately identified.

☐ Check that the door closes normally

Operate the named door only if authorized and safe. Do not force it, adjust a fire door or defeat security.

- ☐ **Check the window pane for visible damage**
Observe the named pane from a safe distance. Do not touch broken or suspect glazing.
- ☐ **Water fixtures**
Label the individual fixture. Do not dismantle fittings or enter contaminated water.
 - ☐ **Check the tap connection for visible leakage**
Observe the named tap connection during normal permitted use, where safe.
 - ☐ **Check the basin drain connection for visible leakage**
Inspect only the visible, normally accessible connection. Do not remove a cover or dismantle the drain.
 - ☐ **Check the toilet base for visible water**
Observe the floor immediately around the named toilet base from a safe position. Do not touch unknown liquid.
- ☐ **Lighting and electrical covers**
Observe from a safe position. Do not open panels, touch damaged equipment or test live circuits.
 - ☐ **Check that the light illuminates**
Observe the named light during normal permitted operation. Give each light needing an independent result its own task.
 - ☐ **Check the socket cover for visible damage**
Look at the named socket cover without touching it. Escalate a suspected electrical danger through the site process.
 - ☐ **Check the visible cable for damage**
Inspect only the named cable visible from normal access. Do not move or handle a damaged cable.
- ☐ **Ventilation unit**
Use only the named unit accessible from an occupied area. Do not enter restricted plant, remove guards or change controls.
 - ☐ **Check the ventilation grille for blockage**
Look at the named accessible grille for an obstruction. Do not remove it.
 - ☐ **Check beneath the unit for visible water**
Observe the accessible surface directly beneath the named unit. Do not diagnose the source of liquid.
 - ☐ **Listen for unusual noise from the unit**
Listen from normal safe access while the named unit is operating. If it is off or cannot be assessed, record Not inspected and the reason.
 - ☐ **Check the unit display for a warning**
Read the named unit display without changing settings. If a warning appears, quote its text or code in the Issue.
- ☐ **Waste and drainage**
Use only locations visible from the approved route. Do not handle sharps, unknown substances or drain covers.
 - ☐ **Check the waste bin for overflow**
Observe the named bin without handling its contents.
 - ☐ **Check the drain inlet for visible blockage**
Look at the named ground-level inlet without opening it or removing debris.
 - ☐ **Check the drainage area for ponding**
Observe the named drainage area from safe ground. Do not enter pooled water or climb to inspect a roof.