



# Commercial Building Maintenance Checklist (Landlord Version)

## Daily / Weekly

- Inspect common areas for cleanliness, lighting, and hazards
- Check HVAC operation (temperature, airflow, unusual noises)
- Monitor security systems (CCTV, access control, alarms)
- Walk external areas for rubbish, trip hazards, graffiti
- Check restrooms for plumbing issues or supply shortages

## Monthly

- Test emergency lighting and exit signs
- Inspect fire extinguishers for pressure and accessibility
- Check roof drainage for blockages or pooling
- Inspect lifts/elevators visually for smooth operation
- Check for pest activity in plant rooms and storage areas

## Quarterly

- Conduct full HVAC servicing (filters, belts, coils)
- Inspect electrical panels for heat, corrosion, loose wiring
- Check plumbing systems for leaks, pressure, backflow risks
- Review cleaning contractor performance
- Inspect car parks for line marking, lighting, potholes

## Biannual

- Test fire systems (alarms, sprinklers, detectors)
- Inspect building façade for cracks, water ingress, loose materials
- Service lifts/elevators per compliance schedule
- Check roof condition including membranes and flashings
- Review tenant compliance with fit-out and safety obligations

## Annual

- Full fire safety audit (required in most jurisdictions)
- Test backflow prevention devices
- Conduct structural inspection (engineer if needed)
- Service generators/backup power
- Review insurance coverage and update asset register
- Repaint or reseal external surfaces as needed



## **Every 3–5 Years**

- Replace HVAC units or major components depending on age
- Resurface car parks
- Upgrade lighting to energy-efficient systems
- Review long-term capital works plan

## **Tenant-Related Checks**

- Confirm emergency exits are unobstructed
- Ensure tenant fit-outs meet fire and electrical codes
- Check signage compliance (internal and external)
- Review HVAC zoning and after-hours usage
- Inspect for unauthorised modifications