



# Business Property Maintenance Checklist

## Daily / Weekly

- Inspect customer-facing areas for cleanliness, lighting, and hazards
- Check HVAC performance (temperature, airflow, unusual noises)
- Monitor security systems (CCTV, alarms, access control)
- Walk external areas for rubbish, graffiti, trip hazards
- Check restrooms for leaks, blockages, or supply issues

## Monthly

- Test emergency lighting & exit signs
- Inspect fire extinguishers for pressure and compliance
- Check roof drainage for blockages or pooling
- Inspect electrical rooms for heat, corrosion, or loose wiring
- Review pest-control activity

## Quarterly

- Service HVAC systems (filters, belts, coils)
- Inspect plumbing for leaks, pressure issues, backflow risks
- Review cleaning contractor performance
- Inspect car parks for lighting, line marking, potholes
- Check signage (internal, external, illuminated signs)

## Biannual

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

## Annual

- Full fire safety audit
- Test backflow prevention devices
- Conduct structural inspection
- Service generators/backup power
- Review insurance & asset register
- Repaint or reseal external surfaces



## Every 3–5 Years

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