



## Facilities Management & Maintenance Checklist.

**We Keep Businesses Running Smoothly.**

**Contact AP Maintenance Ltd on 01628 613760 for all your Facility Needs.**

A facility maintenance checklist, also called a preventative maintenance checklist, is an invaluable tool to keep a commercial building or property safe by periodical planning, safety checks, equipment checks and maintenance activities. It is the job of facility management teams (AP Maintenance Ltd) to ensure that your business, commercial building and property is operating smoothly at all times and is not in breach of Health and Safety Regulations (The Health and Safety At Work Act 1974 & Amendments). During the normal day to day operation of a business, your property will suffer and degrade just through normal wear and tear, your building will need ongoing maintenance and checks due to the environmental conditions, frequent use or just expire because of technical capabilities of the materials included.

There are also a number of safety checks that must be completed on a regular basis to ensure that your business does not fail the regulations set in place by the Health and Safety Executive that ensure your workers are able to do their jobs in a safe and secure environment.

Irregular checks or just ignoring maintenance and management of your facilities can cause mild issues over short periods if left unchecked and severe, even life-threatening issues if left unchecked and unmanaged. A mild issue can include failure of parts of the IT infrastructure that can prevent people from doing their daily work. A severe issue can be a power cut in a facility and the emergency lighting systems do not work because they have not been checked, this type of failing can cause serious risks to people's health or life who are in the building.

As the person responsible for the building, you are also the person responsible and liable for the people in it, at any time and for any reason. Therefore, it's critical for every facility to create a facility maintenance template and check list to ensure that everything possible is completed to ensure the safe and smooth running of a property.

In this checklist we describe the necessary steps needed to be taken to keep everything in your property safe and in order.

However, every business is unique and this checklist is only a guide, we recommend that you call AP Maintenance Ltd today and book a site visit to discover how we can assist you in taking care of your property and staying on the correct side of Health and Safety Law, ensuring your property and business run as smoothly as possible.

## **Create your facility maintenance checklist and stick to it**

Since the tasks that need to be completed in any business will be unique to the property, each checklist will be unique to the business creating it and the risk assessments completed.

Some checks are a lot more frequent than others and should be completed on a weekly basis to ensure business best practices are adhered to, others may need a specialist service and maintenance team.

We recommend have weekly, monthly and annual facility maintenance checklists. Regular planned preventative maintenance will also ensure that key equipment and machinery will last a lot longer. Failure to manage your preventative maintenance checks may save you time in the short term, however, when something does go wrong in the future it may have such a severe effect of closing a business down, either through operational ineffectiveness or for legal reasons if a serious incident occurs and you are found to be liable for not following Health and Safety Law.

**If you are in any doubt about what your business requires then please get in touch with our facility management experts who are here to help you. Call us on 01628 613760.**

This Facility Maintenance Checklist booklet is a **guide only** and the creators are in no way responsible for the action you take after reading it. If you need advice, please get in touch or speak to another Facility Management and Maintenance professional.

The AP Maintenance Ltd Facility Management and Maintenance Checklist includes the following aspects of a facility that require attention.

## **Construction works**

Exterior walls and masonry are exposed to the elements all year round and needs to be checked on a regular basis, we recommend a visual check at least once a month, with more detailed checks by specialists at least annually. Any known cracks or weaker areas should be checked daily and any work completed as soon as possible.

Building arches, eaves and canopies should be inspected frequently because of the materials they are built with they to rot and become damaged a lot faster and easier.

Routine roofing, guttering, fascia's and soffit checks must be conducted on a regular basis along with an overall inspection of the building roofing systems. Small repairs and maintenance will be a small cost compared to the replacement of an entire roof if it has not been maintained properly.

## **Doors, gates, windows, and other openings**

Depending on the materials they were built with, doors and windows have limited durability and should be checked often, however, if installed by a reputable company they should not need to be replaced often. However, small working parts like hinges, locks and handles can break easily and stop a door, window or gate from working properly.

This is an especially important aspect for any fire doors or escape / exit routes from your business. If a fire was to occur in your property and the fire doors were discovered to be faulty and not checked correctly, as the owner you will be the responsible person and if injury or death had occurred then you may be liable for manslaughter charges.

Check, maintain and repair all building openings, doors, gates and windows at least weekly and deal with work immediately.

## Lighting

Interior lighting needs to be replaced when it does not work as soon as possible, non-working lighting has a detrimental effect on employees and your work force. As a facility manager you must not wait until you have several broken lights before replacing them, you need to replace each as it is reported. Regular checks of the lighting system are an essential aspect of the facility management checklist.

Under Health and Safety Law you must ensure that your emergency lighting systems are working correctly and efficiently. It is recommended that these checks are completed at least weekly in case they are required in case of an emergency situation, if they are found to be faulty in an emergency situation and a member of your staff is injured during a building evacuation the responsibility will lay with the owner of the business.

## Plumbing

Your property plumbing needs to be checked on a regular basis, unfortunately, issues with plumbing will normally make themselves known when something goes seriously wrong and your business is affected by a flood.

An effective facility maintenance checklist will give you the best chance to defend against any serious plumbing problems. You can check, maintain and replace items that are likely to cause issues and problems, such as water valves and taps.

An important aspect of plumbing is the recommend water checks that should be completed in all businesses to keep employees healthy and unhurt. Checks like the L8 Legionnaires Water Tests should be completed recommended along with Water Temperature checks that ensure that scalding hot water is not coming out of your taps due to a boiler fault.

An illness, or scald injury caused in the workplace from the water system will be the responsibility of the owner, so make sure that these checks are completed.

## **Fire equipment**

Checks of your buildings fire safety equipment is a legal requirement and it should be a part of any facility maintenance checklist. Not only having faulty fire safety equipment can put your building at risk but if you failed to do your legal requirement and are found at fault you could face large fines or even prison.

Fire extinguishers must be in the correct places within your building, be clearly signed and serviced at the very minimum at least once a year, best practice is weekly checks. Fire escapes, fire doors and any crawl spaces should be inspected on a regular basis as well. If you have a sprinkler system installed, it should also undergo preventative maintenance together with the rest of the fire safety equipment.

It is also recommended that members of your staff be trained as fire wardens and employees have basic fire safety and awareness training.

## **Heating and Cooling**

Any HVAC system requires cleaning and regular maintenance, environmental problems caused from being too hot or too cold is the most common cause of complaints by staff and employees. Regular checks will ensure that your workforce is always working to its best.

## **Access Control**

Access control and exit control of a property needs to be checked on a regular basis to ensure that everything is working correctly and smoothly. Many systems of a building will be integrated with the access control, such as additional security like the CCTV systems, internet, servers, networking and Wifi may also be integrated.

Also, the fire safety systems, sprinklers and fire doors will also be controlled by the security system of the property. All aspects need to be checked and maintained on a regular basis, not just for security reasons but also for Health and Safety reasons.

The issue here is that all businesses are unique and a meeting at the property is often the best way to advise on the necessary facility management and maintenance checks required.

## The AP Maintenance Ltd Sample Building Maintenance Checklist

Below is a sample preventative maintenance checklist. Use the template for structuring and reminder purposes, adapting it to the facility's specific situation.

### Fire Safety Equipment – Checked weekly and serviced every six months.

Local Fire Safety Team will conduct an annual check of premises.

**Date:**

Check	Completed	Notes
Fire Panels checked and maintained		
Any defects or issues have been investigated and recorded correctly		
All extinguishers checked for correct pressure		
All extinguishers in the correct positions around building		
Correct extinguisher types in the correct locations		
Extinguisher paperwork up to date and signed		
All Fire doors checked for damage and locking / unlocking correctly		

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Building Maintenance & Facilities

Fire doors all checked and can be opened easily with one hand		
Emergency Exit signage positioned and working correctly		
Sprinkler systems checked and maintained correctly		
Specialist Fire Equipment Checked, eg. Server Rooms		
Fire Hoses and Exterior Fire Equipment Checked		
Trained Fire Staff in date with training		
Emergency Evacuation Procedures tested		
Fire Access Drains easily accessible and clear		
<b>Next Check Due:</b>		
<b>Notes:</b>		

**Lighting – Weekly checks of emergency lighting systems and repairs when required.**

**Date:**

Check	Completed	Notes
Check lights with transformers, control gear, and other accessories		
Inspect cables, screws, gaskets, and hardware of exterior lights		
Create a re-lamping schedule		
Make sure to use lamps with the same colour temperature		
Clean lighting surfaces to increase performance		
Check for mercury or lead lights and handle them with care		
<b>Next Check Due:</b>		
<b>Notes:</b>		

**Water Checks – Weekly checks of all water and water systems.**

**Date:**

Check	Completed	Notes
L8 Legionnaires Disease check of any water sources		
Water temperature checks		
Water systems checked for any damage, leaks or foreign substances		
<b>Next Check Due:</b>		
<b>Notes:</b>		

**Entry and Exit Points – Checked daily**

**Fire Exits - Checked weekly**

**Date:**

Check	Completed	Notes
All doors checked for correct movement		
Check that fire door magnets release correctly		
Doors close smoothly		
Finger protectors in place and working correctly if fitted		
All doors checked for damage and locking correctly		
Fire doors all checked and can be opened easily with one hand		
Safety signage positioned and working correctly		
Fire extinguishers in correct position in relation to fire doors		
<b>Next Check Due:</b>		
<b>Notes:</b>		

**Security Systems – Checked weekly**

**Date:**

Check	Completed	Notes
All security doors checked		
CCTV Systems checked		
Security systems work correctly in conjunction with fire doors		
Security Staff up to date and trained correctly		
All logbooks and access control points working correctly		
Any entry points checked for damage or repairs		
<b>Next Check Due:</b>		
<b>Notes:</b>		

**HVAC – Inspect and check at least monthly. Service bi-annually or annually.**

**Date:**

Check	Completed	Notes
Find screw issues, recharge P-traps or U-bend water traps		
Hire a professional to inspect chillers and boilers		
Inspect cooling towers and components and log observations		
Check and lubricate pumps once a year		
Clean and replace air filters once a month or twice a year, depending on the type		
Clean the condenser coil		
Check energy efficiency settings, including the compressor and the refrigerant		
Clean the economizer for corrosion and debris, and calibrate sensors		
<b>Next Check Due:</b>		
<b>Notes:</b>		

**BUILDING EXTERIOR - Check twice a year and after adverse weather.**

**Date:**

Check	Completed	Notes
Check all walls and surfaces are free from damage		
Investigate any discolouring or possible leaks / access points		
Check exterior doors for swelling and that paint work is in good condition		
Check windows for damage and discolouration		
Visually check any attached equipment, eg. fire escapes		
Check any shutter door systems are working correctly and are falling level		
Visually check any manhole covers and fire points		
Check any external security systems have clear line of sight		
<b>Next Check Due:</b>		
<b>Notes:</b>		

**ROOFING - Check twice a year and after adverse weather conditions.**

**Date:**

Check	Completed	Notes
Clear debris from roof drains and guttering		
Inspect the perimeter to check old and new damage to metal and copings		
Roof to wall connections and roof flashing for tears and wrinkles		
Check splits in the stripping plies, if the roof is made from bitumen		
For metal roofs, protect against corrosion and check for damage		
Weed, trim and irrigate a green roof		
Conduct a moisture survey to find leaks		
Inspect solar panels		
Install protection of the roof membrane		
<b>Next Check Due:</b>		
<b>Notes:</b>		

**PLUMBING – Monthly checks and full annual inspection.**

**Date:**

Check	Completed	Notes
Lubricate water booster and circulation pump systems		
Inspect couplings to find any leaks		
Check water heaters and boilers		
Check contacts for wear and run system tests		
Check and replace refrigerant and oils where needed		
Look at sump and sewage pumps at least once a year		
Check fixtures in public restrooms and look for any leaks		
<b>Next Check Due:</b>		
<b>Notes:</b>		

**GENERAL CHECKS.**

**Date:**

Check	Completed	Notes
Doors and windows should be checked for damage and locks are sealing correctly		
Electrical system checks completed by a licensed professional each three to five years		
Garage lots must be inspected and cleaned bi-annually. Other outside surfaces should be repaired as soon as possible if damage is found		
Access control system maintenance completed annually by installer		
Exterior areas checked for damage or wear and tear, including manhole covers and drainage covers		
<b>Next Check Due:</b>		
<b>Notes:</b>		

## Conclusion

This guide cannot possibly cover everything that needs to be checked within all businesses, it is a guide only, if you would like a word document of this guide so that you can amend it to suit your business please call AP Maintenance Ltd on 01628 613760 and we will email you a copy.

We have tried to cover the key aspects that most businesses will require, however, we cannot recommend enough the importance of having a Facilities Management professional help you take care of your business.

## Disclaimer

AP Maintenance Ltd holds no responsibility for the actions you take after reading this guide and checklist. It is the business owner's responsibility to seek the advice of Facilities Management professionals if in any doubt about the requirements of their specific business.

## Copyright

This guide is copyright of AP Maintenance Ltd, however, it can be distributed in any way if it is left exactly as it is.

If you have any questions about this guide or you require any assistance with your business property please do not hesitate to get in touch with AP Maintenance Ltd on **01628 613760**, email us at [info@apmaintenanceltd.co.uk](mailto:info@apmaintenanceltd.co.uk) or visit our website at [www.apmaintenanceltd.co.uk](http://www.apmaintenanceltd.co.uk).

Regards

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