

JAN 19

FACILITY MAINTENANCE CHECKLIST

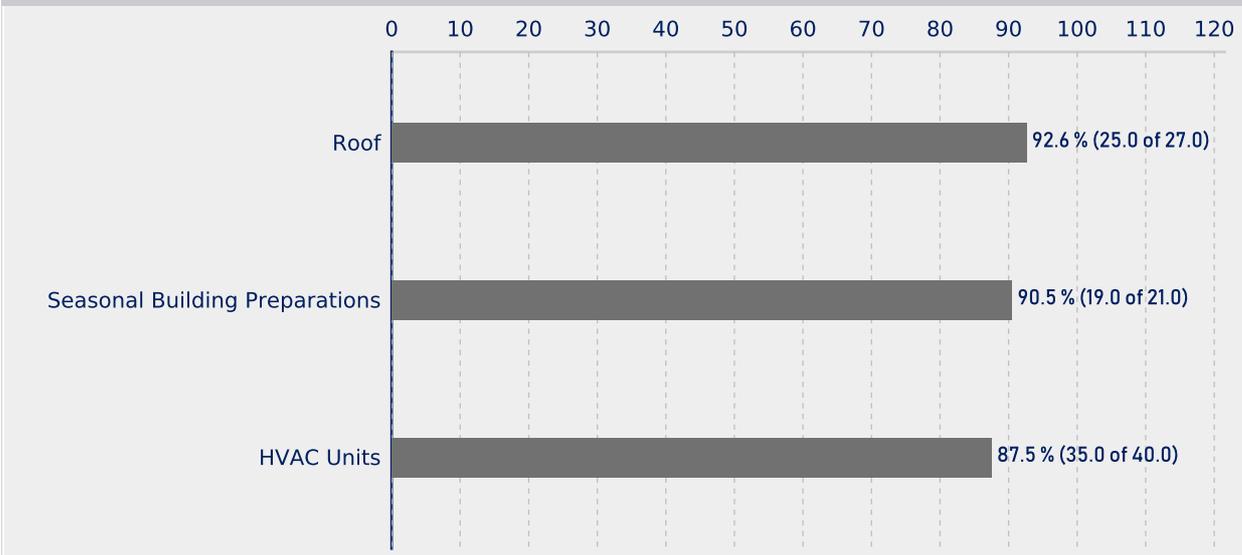


My Site

FRIDAY 20th February 2026

89.77 %
(79.0/88.0)

SCORE BY SECTION



Section	Actual	Target	%
Roof	25.0	27.0	92.6
Seasonal Building Preparations	19.0	21.0	90.5
HVAC Units	35.0	40.0	87.5

ROOF (25/27) 92.6 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
1	Is all debris on the roof or in the gutters removed?	(1/1)	YES	
2	Are the flat portions of your roof assessed for punctures, cracks, and blisters?	(1/1)	YES	
3	Is the sloped portion of your roof assessed for deformed edges, buckled shingles, metal corrosion, curling, and granule loss on the shingles?		N/A	
4	Are all drains and vents inspected to ensure they are working properly and have no clogs?	(0/1)	NO	
5	Are the chimney and vents inspected?	(1/1)	YES	

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6	Are the ceilings inside your facilities looked at for cracks, water stains, and water leaks?	(1/1)	YES	
7	Are there any missing shingles or tabs?		N/A	
8	Is there any metal corrosion checked for?	(1/1)	YES	
9	Is surface deterioration on the exterior wall surfaces checked?	(1/1)	YES	
10	Are interior wall surfaces inspected for cracks, water stains, and water leaks?		N/A	

Parking Lots and Garages

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
11	Are entrances and exits labeled and free of obstructions, following ADA regulations?	(1/1)	YES	
12	Are gates tested to ensure they function properly and safely?	(1/1)	YES	
13	Is the gate closure safety shut-off checked to ensure it works properly in case of emergency?		N/A	
14	Are all lights checked during evening hours to ensure they are functioning and providing ample light?	(1/1)	YES	
15	Are the chimney and vents inspected?	(1/1)	YES	
16	In colder months, is snow and/or ice shoveled as needed?	(1/1)	YES	
17	Is debris removed from the pavement, curbs, and signage?	(0/1)	NO	
18	Are shopping basket corrals clearly marked and well-maintained?	(1/1)	YES	
19	Are tire deflation devices well-maintained and well-marked?		N/A	
20	Are sight lines ensured by checking foliage, signs, and other impediments?	(1/1)	YES	
21	Are fire and traffic lanes kept clear of cars and obstacles?	(1/1)	YES	
22	Are all areas of the parking lot (including walks and perimeters) well-lit?		N/A	
23	Are potholes or cracked paving in the parking lot and sidewalks checked for?	(1/1)	YES	
24	Are parking lot striping, pedestrian crosswalks, traffic directions, and curb warnings easily visible and well-maintained?	(1/1)	YES	
25	Are guard rails, fences, and handrails checked to ensure they are stable and structurally sound?		N/A	
26	Are procedures in place in case of an accident or vehicle damage?	(1/1)	YES	
27	Is offsite surveillance used to monitor cameras?	(1/1)	YES	
28	Are emergency panic alarms tested to ensure they are functioning properly?		N/A	

Windows

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
29	Are grime and debris removed from window sills?	(1/1)	YES	

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30	Are the interior and exterior finishes checked for peeling or water stains that may indicate a leak, necessitating resealing or replacement?		N/A	
31	Are all locks and knobs checked to ensure they work properly?	(1/1)	YES	
32	Is a non-oily lubricant added to any windows that are sliding or sticking?	(1/1)	YES	
33	Are any damaged windows or those that do not stay open or closed properly replaced?		N/A	

Doors

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
34	Are grime and debris removed from door tracks?	(1/1)	YES	
35	Are the interior and exterior finishes checked for peeling or water stains that may indicate a leak, necessitating resealing or replacement?		N/A	
36	Is the gate closure safety shut-off checked to ensure it works properly in case of emergency?	(1/1)	YES	
37	Are all locks and knobs checked to ensure they work properly?	(1/1)	YES	
38	Is a non-oily lubricant added to any doors that are sliding or sticking?		N/A	
39	Are any doors containing damaged embedded windows repaired or replaced?	(1/1)	YES	

SEASONAL BUILDING PREPARATIONS (19/21) 90.5 %

During Colder Weather

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
40	Are exposed and exterior pipes checked for signs of freezing?	(1/1)	YES	
41	Are cracks and openings around exposed pipes insulated and sealed?		N/A	
42	Are interior temperatures kept above 55 degrees Fahrenheit, and are tenants instructed to do the same?	(1/1)	YES	
43	Is excess moisture around the plumbing checked for, and is the area dried? Is mold or mildew that may have formed addressed?		N/A	
44	Are cracks and inefficiencies in heating systems checked for?	(1/1)	YES	
45	Are thermostats on HVAC systems calibrated and checked to ensure they are working properly?	(1/1)	YES	
46	Are snow piles monitored, and is a plan created to remove them if they pose hazardous obstacles?		N/A	
47	Are sidewalks and walkways de-iced to avoid slips and falls?	(1/1)	YES	
48	Are wet floor mats in entryways and indoor walkways cleaned and replaced to reduce slick floors?	(1/1)	YES	
49	Is heating cost monitored, and is attic insulation increased as necessary?		N/A	
50	Is the roof cleared of high-piling snow?	(0/1)	NO	

During Warmer Weather

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Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
51	Are windows washed?	(1/1)	YES	
52	Are floors deep cleaned?	(1/1)	YES	
53	Are restrooms sanitized?	(0/1)	NO	
54	Is greenery outside taken care of (debris removal, planting grass seed where needed, trimming shrubs and bushes, etc.)?		N/A	
55	Is the roof inspected for damage caused by high winds, heavy snow, ice dams, or building age?	(1/1)	YES	
56	Is the property checked for standing water, leakage from gutters and roofs, cracks in the foundation, water spots in the ceiling, and eroded landscaping areas that need regrading?	(1/1)	YES	
57	Are cracks around doors and windows, chipped paint, siding or masonry destruction, and hanging gutters checked for?		N/A	
58	Is the perimeter of the property sprayed to keep out ants, roaches, and other insects?	(1/1)	YES	
59	Is a test run of the thermostat, electrical wires and connectors, unit's air flow, run capacitor, and operating efficiency on the HVAC unit conducted?	(1/1)	YES	
60	Are the air ducts, condensation drain pan, blower motor and wheel, compressor, and refrigerant pressure on the HVAC unit inspected?	(1/1)	YES	

Electricity

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
61	Has the wiring been properly installed?	(1/1)	YES	
62	Are all the wires secured, supported, and protected properly?		N/A	
63	Are the fittings tight and there is no corrosion?	(1/1)	YES	

Plumbing

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
64	Are signs of active leaks checked for, including water spots, moisture or puddles, and the presence of mold or mildew?	(1/1)	YES	
65	Are signs of corrosion on all visible pipes checked for?		N/A	
66	Is the water pressure ensured to be between 40-80 psi?	(1/1)	YES	
67	Is the water heater checked to ensure it is at the correct temperature and not leaking?	(1/1)	YES	
68	Are all drains tested to ensure there are no clogs?		N/A	
69	Are backflow prevention devices put in place and backflow tests performed to prevent water in the system from flowing backward or being contaminated?	(1/1)	YES	
70	Are the safety and shutoff valves tested to ensure they function properly?		N/A	

HVAC UNITS

(35/40) 87.5 %

During Colder Weather

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Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
71	Are filters cleaned or replaced?	(1/1)	YES	
72	Is the burner assembly inspected?		N/A	
73	Is the heat exchanger and other heating elements checked?	(1/1)	YES	
74	Are carbon monoxide or gas leaks checked for in heating elements?	(1/1)	YES	
75	Are electrical connections inspected for frays or damage?		N/A	
76	Are motor bearings and all moving parts lubricated?	(1/1)	YES	
77	Are belts checked for damage or fraying?	(1/1)	YES	
78	Are drains checked for blockages?		N/A	
79	Is gas pressure checked?	(0/1)	NO	
80	Are thermostats tested?	(1/1)	YES	
81	Is the heat pump tested and checked?		N/A	
82	Are the ductwork and vents checked?	(1/1)	YES	
83	Is the flue system and its attachment to the furnace cleaned and checked?	(1/1)	YES	

During Warmer Weather

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
84	Are humidity levels checked?	(1/1)	YES	
85	Are condenser and evaporator coils cleaned?		N/A	
86	Are signs of gas leaks checked for?	(0/1)	NO	
87	Are drain lines checked for clogs?	(1/1)	YES	
88	Is any standing water cleaned out of the drain pan?		N/A	
89	Are worn pulleys and belts replaced?	(1/1)	YES	
90	Are the batteries changed?	(1/1)	YES	
91	Are air filters cleaned or replaced?	(1/1)	YES	
92	Are fan blades cleaned or replaced?		N/A	
93	Are the thermostat settings and functionality checked?	(1/1)	YES	
94	Is proper airflow ensured throughout?	(1/1)	YES	

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95	Is the refrigerant checked for leaks?		N/A	
96	Are the electrical connections checked?	(1/1)	YES	
97	Are motor bearings and all moving parts lubricated?		N/A	
98	Is any debris or dust on or around the unit cleared?	(1/1)	YES	
99	Is the unit cabinet checked for damage and ensured to have secure closure?	(1/1)	YES	

Total Energy Utilization

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
100	Are motion sensor lights installed?	(1/1)	YES	
101	Are light bulbs replaced with LED light bulbs?		N/A	
102	Is a building automation system considered to automate HVAC and lighting systems?	(1/1)	YES	
103	Is old equipment replaced with new ones?	(1/1)	YES	

Elevators

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
104	Can the doors open and close freely and without obstructions?	(1/1)	YES	
105	Are signs of damage on the ceiling, handrails, and walls looked for and addressed?		N/A	
106	Are any burned-out lights, including those in the control panel, found and replaced?	(1/1)	YES	
107	Is the emergency phone confirmed to connect quickly with 911 or the local fire department?	(0/1)	NO	
108	Are any burned-out lights on each floor replaced?		N/A	
109	Are the door panels and clearances inspected?	(1/1)	YES	
110	Is the smoke detector and fire alarm system tested?	(1/1)	YES	
111	Are oil levels checked, and are all systems properly lubricated?		N/A	
112	Is electrical wiring examined for signs of fraying or defects?	(1/1)	YES	
113	Is adequate headroom ensured for technicians?		N/A	
114	Is anything interfering with access to the equipment removed?	(1/1)	YES	
115	Is the emergency exit hatch ensured to be easily accessible?	(1/1)	YES	
116	Are brakes tested, and is the mechanism inspected to ensure it is in good condition?		N/A	
117	Are cables checked for signs of wear?	(1/1)	YES	
118	Are signs of rodents or vandalism along the hoist way looked for?	(0/1)	NO	

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119	Is proper access ensured for the area?	(1/1)	YES	
120	Is the pit inspected to ensure it has the necessary clearance?		N/A	
121	Is the car frame checked for signs of damage?	(1/1)	YES	

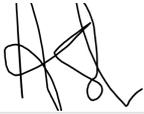
Security Systems

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
122	Is the control panel tested?	(1/1)	YES	
123	Are all cameras inspected?		N/A	
124	Are locks on doors and windows inspected?	(1/1)	YES	

Fire Equipment

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
125	Are fire extinguishers and carbon monoxide detectors checked once a year to ensure they are in working condition?	(1/1)	YES	
126	Is the fire extinguisher always turned on except during inspections or repairs?	(0/1)	NO	
127	Are the weight and pressure of the extinguisher's refillable containers checked semi-annually?	(1/1)	YES	

DECLARATION



Auditor
(Aashiqe Rasul)