

Building Maintenance Checklist

Building Name

Enter building name

Location

Enter location

Date

Inspector

Enter inspector name

Contact

Contact info

Checklist

Area/Item	Task	Status	Comments
Exterior	Inspect walls & structure	<input type="checkbox"/> Completed	
Roof	Check for leaks or damage	<input type="checkbox"/> Completed	
Plumbing	Test faucets & drains	<input type="checkbox"/> Completed	
Electrical	Test lights & outlets	<input type="checkbox"/> Completed	
HVAC	Check performance	<input type="checkbox"/> Completed	

Additional Notes

Write any extra comments here