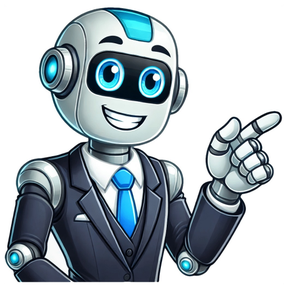
I'm not a robot



Skip to contentHome…AgricultureFarm Health and Safety AuditTemplateGet this templateDownload the PDF checklist insteadDigitize any process, procedure or policyEliminate mistakes made by paper-based processesCreate and share professional reports instantlyConfirm accountability and compliance with a digital logHealth and safety audit of a dairy farm, providing a report on what is working well and recommendations on areas to improve.SafetyCultureFree 1,000+ Workplace Checklists & Templates created by the SafetyCulture team.StatusLegalTerms and ConditionsPrivacy PortalSecurity© SafetyCulture 2025 The materials used for building have their own half life cycle and life span and at the end of this life span, the materials start degenerating which result in the degradation of building material and the strength of building minimize due to the degradation in the material. To prevent the degradation and failure of spaces, structures and infrastructures there is a need of maintenance known as facility maintenance. Facility maintenance is a term which let you inform about the natural dangers and also about the affects of them in which way they influence the structures made by the human. You may enlist all the dangers in the facility maintenance checklist to prevent the degradation and influence of the hazards on the buildings. Benefits of facility maintenance checklist template Facility maintenance check list provides the comprehensive details about your facility and also gives details about the requirement of repair and also about the condition of the facility you have. Maintenance should be observed on weekly, biweekly, monthly and on annual basis and enlist all the damages and degradation present in it at the time of inspection and then do the proper management to overcome this degradation and also took steps to prevent such type of failure and degradation in future. Facility maintenance checklist is often maintained after storms, earthquakes and other natural disturbances in environment or other geological changes so that the damage done due to these should maintained by wasting a very short time interval. For all this purpose, the facility maintenance has great importance and the survey should be done after a regular interval. The principal purpose of building and designing this facility maintenance form is to notify and inform the building owners about the maintenance of their properties. Preventive facility maintenance measure also be done to keep the building in good condition. Get facility maintenance checklist templates here Building Maintenance Checklist Examples of Checklists: Maintenance Checklist Sample Preventive Maintenance Checklist Facility Maintenance Checklist Maintenance Checklist Sample Home Maintenance Checklist Maintenance Checklist Example link to 10+ Free Family Emergency Plan Sheets link to 7+ Profit And Loss Account Formats In Excel A maintenance checklist template is a tool used to ensure that all required maintenance tasks are completed on schedule. It is a document that outlines specific steps or procedures that need to be taken to maintain equipment, machinery, or facilities. This template can be designed for different industries, such as construction, manufacturing, or hospitality, which have unique equipment and guidelines. By utilizing a maintenance checklist template, businesses can reduce equipment downtime, prevent breakdowns, extend equipment life, and keep employees safe by ensuring all safety protocols are met. Implementing these templates can streamline maintenance processes and increase operational efficiency, saving time and money in the long run. Maintenance checklists are a crucial tool that can help streamline work processes and increase efficiency when keeping equipment running smoothly. With a well-crafted maintenance checklist, workers can quickly identify problems, ensure necessary maintenance tasks are timely, and minimize downtime. This checklist can be tailored to suit specific needs and include equipment cleaning and inspection, replacement of worn components, and calibration of sensors. With regular use, maintenance checklists can help extend the life of the equipment and reduce the occurrence of costly repairs. Maintaining equipment and machinery is essential for businesses that rely on them to operate efficiently. Performing regular maintenance can help prevent breakdowns, reduce repair costs, and increase the lifespan of the equipment. A maintenance checklist is a useful tool to ensure that all necessary maintenance tasks are completed on schedule. The checklist could include cleaning, lubrication, inspection of parts, and calibration. By following a maintenance checklist, businesses can minimize equipment downtime and keep their operations running smoothly. Don't let neglecting your equipment's maintenance checklist lead to costly repairs or a halt in production. Stay on top of maintenance; your business will thank you for it. Operations and Maintenance Checklist Homeowners know that safety and security are the top priorities for maintaining their property. A comprehensive maintenance checklist is crucial to protect your home and family. From changing the locks to testing smoke detectors and carbon monoxide alarms, each item on the checklist is designed to safeguard your space and give you peace of mind. By regularly updating and completing this checklist, you are taking an important step in preventing potential threats and keeping your home safe for yourself and your loved ones. So, take the time to review your current safety and security measures and create a checklist that works best for you. Maintaining a property may seem daunting, but it's crucial to ensure that your place is aesthetically pleasing, safe, and structurally sound. One of the best ways to keep track of all the necessary repairs and upkeep is by creating a maintenance checklist. This checklist should detail all the maintenance tasks that must be performed regularly, such as HVAC maintenance, roof inspection, and landscaping upkeep. By following this checklist, you'll ensure that your property doesn't fall into disrepair and that small issues don't become big and costly problems. Overall, a well-maintained property improves its curb appeal and creates a comfortable and pleasant living experience for both renters and property owners. Maintaining equipment, machines, and appliances in your home or workspace ensures longevity and efficiency. In any industry, it's important to develop a maintenance plan that will keep everything running satisfactorily while detecting problems before they become major. Creating a maintenance checklist template can help you keep track of tasks that need to be regularly performed based on a set schedule. The first step in creating a maintenance checklist template is identifying what equipment, machines, and appliances must be maintained. Start by listing all the items you have in your workspace or home that need maintenance. Categorize them accordingly, and then proceed to the next step. After identifying your equipment, machines, and appliances, it's time to list the maintenance tasks that each item needs. Consider the specific needs of each equipment, machine, or appliance. Then, list tasks that must be regularly performed based on a schedule. For instance, refrigerators need condenser coils cleaned every three months to run efficiently. Once you have listed the tasks, determine how often each should be done. Check the user manuals or research online to discover the standard maintenance schedule for each item. Then, schedule the tasks on the maintenance checklist. Allot specific days or weeks to perform each task. After figuring out the tasks, schedule, and frequency, it's time to create your maintenance checklist template. Use a word processor or online tools such as Google Docs to create a table. The table headers should include the following: the item name, task to be done, frequency, and the person responsible for performing the task. Don't forget to add checkboxes allowing you or your team to check off the tasks as they are completed. Lastly, make sure that you keep your maintenance checklist template up-to-date. Check your items periodically to ensure that they're still functioning correctly. Update your template whenever you replace equipment, machines, or appliances or change the maintenance schedule. The facility maintenance checklist template is the proactive approach to any risk which is linked to your facilities. Let's talk about what the is facility? So it is a place, things or any kind of equipment that will help you in your work for a particular purpose. And maintenance is the repair, service, or good keeping of anything. So when combining these it a systematic, scheduled, or managing the things, spaces, infrastructure in such a way that you cannot face any failure from it or it also prevents you from degradation. In this facility maintenance checklist template, any organization may keep on track, their equipment, assets, machinery, their spaces, guest room, etc. for any of this component it is then subdivided into parts of the facility, and if they found anything which is not under the mark of noncompliance or not meeting their quality than they track it or mention it to avoid future failure. Suppose if they don't take over the facilities they bear the failure and every failure have a cost and eventually the organization have to bear the cost. For maintenance purposes, the checklist is being prepared by the person who is responsible for any non-compliance. So checklist accuracy is mandatory. Keep in view that these checklists are somewhere make daily, biweekly, weekly. You may also be interested in the performance improvement plan sample template. Examples of Some Facility Maintenance Checklist Template Following are the most common facility maintenance checklist template examples: Soffits Openings, Windows and Skylights Roofing Lighting Plumbing Fire Marshall Inspection (Extinguishers, Doors and Crawl Spaces) Sprinkler System HVAC, Heating, and Cooling Electrical Service Company Accessibility (Fire Alarm, Police, Security Cameras, Phones, WiFi, etc.) Grounds and Irrigation Exterior walls etc Benefits of using the Facility Maintenance Checklist Template: Following are benefits of using facility maintenance checklist template format in excel and word: Proactive approach. Prevent failure. Prevent from high cost. Efficient and reliable. Cheap to use. Better tracking of better performance. Identify the improvement factors. Increase quality. Increase the performance of the facilities. Process continuity. Read: What is Facility Management? How To Practice IT? First of all, make sure that you are ready to adapt to this system because it needs continuity and following are the factors on how to apply it: Name if inspector. Date of maintenance. Maintenance areas. Parking lot and exterior entrance areas. Center entry areas. Restroom. Verified person signature. Name of the inspector: For every checklist, every company with offices assigns a supervisor person often called as an inspector, whose work is to ensure that every checklist is under compliance and full filling the requirements of maintenance, if things are not meeting the standard than the inspector is responsible for the plenty. Date of Maintenance: Many firms use this system twice a week, in some it is performed daily, and somewhere it is performed weekly, etc. so date mentioning is important because it refers to tracking. Maintenance areas: Every place has different facilities, and each multiple facilities requires a specific name, the name mentioning is also important. For example, the guest room, parking area, manufacturing plant, washroom, lights and etc. in it lights, parking slot, flag pole, chairs, air-condition, etc. should also be maintained. If some improvement is made then it should be written in notes. Verified person signature: A signature of the supervisor is needed after the completion of maintenance of the checklist. Church Building Maintenance Checklist Template The church building maintenance checklist is also the same as the other building maintenance checklist templates, but, the difference is the facilities, the interior, and the exterior of the church buildings. These church building maintenance checklist templates are editable, you can easily edit and write your facilities in the columns and its schedule to complete them. You may also like this church directory template. Office Building Maintenance Checklist Template Office building maintenance checklist templates are most helpful for the companies and their offices. The difference of this template is that this template has different contents than all others. This is also editable and facilities of this office building maintenance checklist template may also differ in nature. Building Maintenance Checklist Template Excel The construction companies have a lot of projects to do from which one of the projects is building maintenance that is being done by the workers. Workers have to do a lot of work in building maintenance tasks and sometimes the major details and tasks would be missed and forget to be done. Workers are human beings and most of the time they would do the major tasks of building maintenance, but forget to do the minor ones that are risky to be forgetting about. Let us take an example to make you understand what it is used for. There is a project of building maintenance taken by company A; it has various tasks included in it. These tasks have told or divided by the project manager to the workers to be done, but there is no accountability after the work has been done by workers. It is difficult to check how much work which tasks are completed so, Building maintenance checklist template excel sheet is useful and helpful for this project to be complete efficiently and completely. Facility Cleaning Checklist Template The facility cleaning checklist template is helpful for construction companies, schools, colleges, and institutions. These institutions have various kinds of facilities to make them clean after a certain period of time. These facilities involve Soffits, Openings, Windows and Skylights, Roofing, Lighting, Plumbing pipes, Fire Marshall Inspection (Extinguishers, Doors, and Crawl Spaces), Sprinkler System, HVAC, Heating and Cooling, Electrical, Service Company Accessibility (Fire Alarm, Police, Security Cameras, Phones, Wi-Fi, etc.), Grounds and Irrigation, Exterior walls, etc. These must be clear or clean to make sure the working of these facilities. The facility cleaning checklist template is used for these facilities cleaning purposes. This checklist template includes all the facilities mentioned above in order to cross-check if all these tasks completed or not. In account it is very easy to use the facility maintenance checklist template because of its efficient, responsive, and widely global use. Roof Parking Lots And Garages Windows Doors During Colder Weather During Warmer Weather Electricity Plumbing During Colder Weather During Warmer Weather Total Energy Utilization Elevators Security Systems Fire Equipment The facility maintenance checklist template is the proactive approach to any risk which is linked to your facilities. Let's talk about what the is facility? So it is a place, things or any kind of equipment that will help you in your work for a particular purpose. And maintenance is the repair, service, or good keeping of anything. So when combining these it a systematic, scheduled, or managing the things, spaces, infrastructure in such a way that you cannot face any failure from it or it also prevents you from degradation. In this facility maintenance checklist template, any organization may keep on track, their equipment, assets, machinery, their spaces, guest room, etc. for any of this component it is then subdivided into parts of the facility, and if they found anything which is not under the mark of noncompliance or not meeting their quality than they track it or mention it to avoid future failure. Suppose if they don't take over the facilities they bear the failure and every failure have a cost and eventually the organization have to bear the cost. For maintenance purposes, the checklist is being prepared by the person who is responsible for any non-compliance. So checklist accuracy is mandatory. Keep in view that these checklists are somewhere make daily, biweekly, weekly. You may also be interested in the performance improvement plan sample template. Examples of Some Facility Maintenance Checklist Template Following are the most common facility maintenance checklist template examples: Soffits Openings, Windows and Skylights Roofing Lighting Plumbing Fire Marshall Inspection (Extinguishers, Doors and Crawl Spaces) Sprinkler System HVAC, Heating and Cooling Electrical Service Company Accessibility (Fire Alarm, Police, Security Cameras, Phones, WiFi, etc.) Grounds and Irrigation Exterior walls etc Benefits of using the Facility Maintenance Checklist Template: Following are benefits of using facility maintenance checklist template format in excel and word: Proactive approach. Prevent failure. Prevent from high cost. Efficient and reliable. Cheap to use. Better tracking of better performance. Identify the improvement factors. Increase quality. Increase the performance of the facilities. Process continuity. Read: What is Facility Management? How To Practice IT? First of all, make sure that you are ready to adapt to this system because it needs continuity and following are the factors on how to apply it: Name if inspector. Date of maintenance. Maintenance areas. Parking lot and exterior entrance areas. Center entry areas. Restroom. Verified person signature. Name of the inspector: For every checklist, every company with offices assigns a supervisor person often called as an inspector, whose work is to ensure that every checklist is under compliance and full filling the requirements of maintenance, if things are not meeting the standard than the inspector is responsible for the plenty. Date of Maintenance: Many firms use this system twice a week, in some it is performed daily, and somewhere it is performed weekly, etc. so date mentioning is important because it refers to tracking. Maintenance areas: Every place has different facilities, and each multiple facilities requires a specific name, the name mentioning is also important. For example, the guest room, parking area, manufacturing plant, washroom, lights and etc. in it lights, parking slot, flag pole, chairs, air-condition, etc. should also be maintained. If some improvement is made then it should be written in notes. Verified person signature: A signature of the supervisor is needed after the completion of maintenance of the checklist. Church Building Maintenance Checklist Template The church building maintenance checklist is also the same as the other building maintenance checklist templates, but, the difference is the facilities, the interior, and the exterior of the church buildings. These church building maintenance checklist templates are editable, you can easily edit and write your facilities in the columns and its schedule to complete them. You may also like this church directory template. Office Building Maintenance Checklist Template Office building maintenance checklist templates are most helpful for the companies and their offices. The difference of this template is that this template has different contents than all others. This is also editable and facilities of this office building maintenance checklist template may also differ in nature. Building Maintenance Checklist Template Excel The construction companies have a lot of projects to do from which one of the projects is building maintenance that is being done by the workers. Workers have to do a lot of work in building maintenance tasks and sometimes the major details and tasks would be missed and forget to be done. Workers are human beings and most of the time they would do the major tasks of building maintenance, but forget to do the minor ones that are risky to be forgetting about. Let us take an example to make you understand what it is used for. There is a project of building maintenance taken by company A; it has various tasks included in it. These tasks have told or divided by the project manager to the workers to be done, but there is no accountability after the work has been done by workers. It is difficult to check how much work which tasks are completed so, Building maintenance checklist template excel sheet is useful and helpful for this project to be complete efficiently and completely. Facility Cleaning Checklist Template The facility cleaning checklist template is helpful for construction companies, schools, colleges, and institutions. These institutions have various kinds of facilities to make them clean after a certain period of time. These facilities involve Soffits, Openings, Windows and Skylights, Roofing, Lighting, Plumbing pipes, Fire Marshall Inspection (Extinguishers, Doors, and Crawl Spaces), Sprinkler System, HVAC, Heating and Cooling, Electrical, Service Company Accessibility (Fire Alarm, Police, Security Cameras, Phones, Wi-Fi, etc.), Grounds and Irrigation, Exterior walls, etc. These must be clear or clean to make sure the working of these facilities. The facility cleaning checklist template is used for these facilities cleaning purposes. This checklist template includes all the facilities mentioned above in order to cross-check if all these tasks completed or not. In account it is very easy to use the facility maintenance checklist template because of its efficient, responsive, and widely global use. Effectively managing and maintaining your facility is essential to ensure a safe, productive, and comfortable environment for occupants. The Facility Maintenance Checklist is designed to help you systematically evaluate and manage various aspects of facility maintenance. By adhering to a structured maintenance plan, you can enhance safety, minimize disruptions, and create a positive experience for all. Facility Maintenance Checklist: Exterior Maintenance: [ ] Roof Inspection [ ] Exterior Walls and Cladding [ ] Windows and Doors [ ] Parking Areas [ ] Landscaping Interior Maintenance: [ ] Flooring [ ] Walls and Ceilings [ ] Lighting [ ] HVAC Systems [ ] Plumbing Safety Measures: [ ] Fire Systems [ ] Security Systems [ ] Emergency Lighting Facilities and Equipment: [ ] Elevators and Lifts [ ] Restrooms [ ] Common Areas [ ] Kitchenettes and Break Rooms Utilities Maintenance: [ ] Electrical Systems [ ] Plumbing Systems [ ] HVAC Systems Special Projects: [ ] Painting and Repairs [ ] Roof Maintenance [ ] Flooring Refinishing Task Review: [ ] Verify Completed Tasks [ ] Update Maintenance Schedule Supervisor Verification: Supervisor's signature confirming maintenance completion Signature: _____ Date: _____ The Facility Maintenance Checklist is your guide to efficient facility management. By adhering to this checklist, you ensure that routine tasks are addressed, potential issues are detected early, and your facility remains a safe and functional space. Customize the checklist according to your facility's unique characteristics, and let it be a foundation for your commitment to proactive maintenance. By following this checklist, you create an environment where safety, comfort, and productivity thrive for all stakeholders. Choose Connecteam, the #1 Choice for Building Maintenance Businesses Elevate your building maintenance operations with Connecteam, the ultimate tool that revolutionizes your performance, streamlines tasks, and boosts overall productivity. Our intuitive mobile app empowers your team to effortlessly create and access comprehensive facility maintenance checklists, ensuring every aspect of your projects is meticulously inspected and managed. Plus, our smart employee scheduling and task tracking capabilities help you optimize work plans, ensuring timely inspections and minimizing delays. Experience a game-changing solution tailored to your maintenance company's needs! Ready to redefine your business? Get started with Connecteam today, and unlock the benefits of seamless checklists, real-time reporting, and efficient team collaboration. You might be interested in reading: Perform efficient facility maintenance checks with a digital checklist to improve operations. A facility maintenance checklist is a valuable tool that guides inspectors in assessing a facility's safety, functionality, and efficiency. It outlines key items to review during a maintenance check and includes the proper processes to ensure thorough and effective facility inspections. With a comprehensive facility inspection checklist, owners and operators can identify and address potential hazards accordingly. Facility maintenance involves a wide range of tasks, including inspecting, repairing, and replacing equipment, cleaning, and upkeeping the facility. Neglecting proper facility maintenance and facility management practices can lead to downtime, loss of productivity, and even accidents, which can result in costly repairs, lawsuits, or other legal issues. However, facility maintenance can be long and tiresome. A facility maintenance checklist helps ensure that all the required tasks for facility maintenance are performed and that all aspects of the facility are inspected and maintained regularly. It also serves as a safeguard against forgetting anything, as with a checklist, you can go through each step of the facility maintenance process in detail. A facility maintenance checklist also provides the following benefits: Improved Safety: A major benefit of using a facility maintenance checklist is that it helps manage and improve safety in the workplace. By recording the risks associated with each facility, it can be easier to create the proper plans to address them. Improved Efficiency: A facility maintenance checklist can help maintain equipment and systems regularly, thus improving work efficiency and reducing downtime. This can lead to increased productivity and reduced costs. It can also help extend the life of equipment and systems, reducing the need for replacements. Compliance: Many facilities are required to comply with different safety regulations to be deemed fit for use. A facility maintenance checklist can help promote more regular maintenance checks, ensuring that the facilities stay compliant with the required regulations and safety standards to follow. Peace of Mind: By regularly using a facility maintenance checklist and conducting regular inspections, businesses can have peace of mind, knowing that their facility is safe, efficient, and operating at optimal levels. What to Include in a Facility Maintenance Checklist Facility maintenance checklists come in many forms. Some would prompt you to inspect all facilities at a glance, while others would sort and group them into function, room, building, or maintenance schedule. Here are some key elements that should be included in a facility maintenance checklist: Previous Inspections: This can be used to detail the last inspection, such as the date it was conducted and the findings discovered from then. This will be used as a reference for any issues discovered during the inspection. Electrical systems: Electrical systems, including wiring, outlets, switches, and lighting, should be inspected regularly to ensure they are functioning correctly and safely. HVAC systems: Heating, ventilation, and air conditioning (HVAC) systems should also be inspected, as they are essential for maintaining comfortable temperatures and good air quality in a building. Regular maintenance and cleaning of filters, ducts, and other components are necessary to ensure these systems are operating correctly and efficiently. Plumbing systems: Plumbing systems include pipes, drains, toilets, sinks, and other fixtures in places such as bathrooms, kitchens, and the like Regular inspection and maintenance can help prevent leaks, clogs, and other plumbing problems that can lead to water damage, mold growth, and other issues. Fire safety systems: Fire safety systems, such as fire alarms, sprinklers, and extinguishers, should be inspected regularly to ensure they are in good working order, prevent fires, and minimize damage in case of an emergency. Security systems: Security systems, such as alarms and surveillance cameras, are essential for ensuring the safety of people and property in a building. Regular inspections and maintenance can help ensure these systems are working correctly and provide reliable protection. Outdoor areas: Your facilities' and buildings' outdoor areas, such as parking lots, sidewalks, and landscaping, should also be included in a facility maintenance checklist. Regular inspections and maintenance can help prevent accidents, maintain the building's curb appeal, and provide a safe environment for your employees and others that may come by. Sign-off: Finish off your facility maintenance checklist by requiring all inspectors to sign off at the end. This will make it easier for future facility maintenance inspectors to know who to refer to if something goes wrong or if they have any questions. A facility maintenance checklist can be done traditionally, that is, with pen and paper. However, it is now preferred to utilize a digital checklist solution instead. Creating and managing a checklist for facility maintenance and inspections can be more beneficial in the long run because of the following benefits: Improved accessibility: With a digital facility maintenance checklist solution, you can access your checklists anywhere. More secure storage: Store your digital checklists in the cloud where all your data will be protected. More well-rounded inspections: Digital checklist solutions today can now be used in conjunction with other workplace safety and operation improvement software. By going digital, you can create a better workflow by integrating your checklists with other work software. You can also perform other process improvement tasks, such as training programs with a dedicated software. How to Implement and Use This Checklist Implementing and using a facility maintenance checklist can help keep your building in top condition and prevent costly downtime. Ideally, it should be used before and after using the facilities to be inspected. Conducting an inspection before using your facilities helps ensure that there are no possible safety issues or hazards that can happen while they are in use. On the other hand, conducting a secondary inspection after use helps check for any issues that may have happened in the time that passed. This can also help the next user or other users to avoid doing certain tasks with the facilities that can cause them harm. By implementing and using a facility maintenance checklist effectively, you can ensure that your building is well-maintained and operating at its full potential. This can save you time, money, and headaches in the long run and help you avoid costly repairs and downtime. Here are some steps to follow to ensure that your maintenance checklist is implemented and used effectively: Train staff on using the checklist: Before implementing the checklist, ensure that all maintenance staff is trained on how to use it effectively. This includes understanding the tasks listed, knowing how to complete them correctly, and understanding the importance of timely completion. Assign tasks and responsibilities: Delegate the right tasks and responsibilities to each staff member or team to ensure that all tasks are completed regularly and on time. Set up a schedule: Use the checklist to create a maintenance schedule for the entire year, including tasks that need to be done daily, weekly, monthly, quarterly, or annually. It would be best to also use a digital scheduling solution that can work with your checklist so as to streamline the process. Monitor progress: Regularly monitor the progress of maintenance tasks and ensure that they are completed on time. Consider setting up alerts to notify you of issues, overdue actions, or missed deadlines. Record and analyze data: Keep detailed records of maintenance activities and analyze the data regularly to identify trends and areas for improvement. Conduct regular reviews: Conduct regular reviews of the checklist to ensure that it remains effective and relevant. This can include updating tasks, adjusting schedules, or adding new elements as needed. Here is a sample report showing a facility maintenance checklist in use: Create a custom checklist template instantly with AI The facility maintenance checklist template is the proactive approach to any risk which is linked to your facilities. Let's talk about what the is facility? So it is a place, things or any kind of equipment that will help you in your work for a particular purpose. And maintenance is the repair, service, or good keeping of anything. So when combining these it a systematic, scheduled, or managing the things, spaces, infrastructure in such a way that you cannot face any failure from it or it also prevents you from degradation. In this facility maintenance checklist template, any organization may keep on track, their equipment, assets, machinery, their spaces, guest room, etc. for any of this component it is then subdivided into parts of the facility, and if they found anything which is not under the mark of noncompliance or not meeting their quality than they track it or mention it to avoid future failure. Suppose if they don't take over the facilities they bear the failure and every failure have a cost and eventually the organization have to bear the cost. For maintenance purposes, the checklist is being prepared by the person who is responsible for any non-compliance. So checklist accuracy is mandatory. Keep in view that these checklists are somewhere make daily, biweekly, weekly. You may also be interested in the performance improvement plan sample template. Examples of Some Facility Maintenance Checklist Template Following are the most common facility maintenance checklist template examples: Soffits Openings, Windows and Skylights Roofing Lighting Plumbing Fire Marshall Inspection (Extinguishers, Doors and Crawl Spaces) Sprinkler System HVAC, Heating and Cooling Electrical Service Company Accessibility (Fire Alarm, Police, Security Cameras, Phones, WiFi, etc.) Grounds and Irrigation Exterior walls etc Benefits of using the Facility Maintenance Checklist Template: Following are benefits of using facility maintenance checklist template format in excel and word: Proactive approach. Prevent failure. Prevent from high cost. Efficient and reliable. Cheap to use. Better tracking of better performance. Identify the improvement factors. Increase quality. Increase the performance of the facilities. Process continuity. Read: What is Facility Management? How To Practice IT? First of all, make sure that you are ready to adapt to this system because it needs continuity and following are the factors on how to apply it: Name if inspector. Date of maintenance. Maintenance areas. Parking lot and exterior entrance areas. Center entry areas. Restroom. Verified person signature. Name of the inspector: For every checklist, every company with offices assigns a supervisor person often called as an inspector, whose work is to ensure that every checklist is under compliance and full filling the requirements of maintenance, if things are not meeting the standard than the inspector is responsible for the plenty. Date of Maintenance: Many firms use this system twice a week, in some it is performed daily, and somewhere it is performed weekly, etc. so date mentioning is important because it refers to tracking. Maintenance areas: Every place has different facilities, and each multiple facilities requires a specific name, the name mentioning is also important. For example, the guest room, parking area, manufacturing plant, washroom, lights and etc. in it lights, parking slot, flag pole, chairs, air-condition, etc. should also be maintained. If some improvement is made then it should be written in notes. Verified person signature: A signature of the supervisor is needed after the completion of maintenance of the checklist. Church Building Maintenance Checklist Template The church building maintenance checklist is also the same as the other building maintenance checklist templates, but, the difference is the facilities, the interior, and the exterior of the church buildings. These church building maintenance checklist templates are editable, you can easily edit and write your facilities in the columns and its schedule to complete them. You may also like this church directory template. Office Building Maintenance Checklist Template Office building maintenance checklist templates are most helpful for the companies and their offices. The difference of this template is that this template has different contents than all others. This is also editable and facilities of this office building maintenance checklist template may also differ in nature. Building Maintenance Checklist Template Excel The construction companies have a lot of projects to do from which one of the projects is building maintenance that is being done by the workers. Workers have to do a lot of work in building maintenance tasks and sometimes the major details and tasks would be missed and forget to be done. Workers are human beings and most of the time they would do the major tasks of building maintenance, but forget to do the minor ones that are risky to be forgetting about. Let us take an example to make you understand what it is used for. There is a project of building maintenance taken by company A; it has various tasks included in it. These tasks have told or divided by the project manager to the workers to be done, but there is no accountability after the work has been done by workers. It is difficult to check how much work which tasks are completed so, Building maintenance checklist template excel sheet is useful and helpful for this project to be complete efficiently and completely. Facility Cleaning Checklist Template The facility cleaning checklist template is helpful for construction companies, schools, colleges, and institutions. These institutions have various kinds of facilities to make them clean after a certain period of time. These facilities involve Soffits, Openings, Windows and Skylights, Roofing, Lighting, Plumbing pipes, Fire Marshall Inspection (Extinguishers, Doors, and Crawl Spaces), Sprinkler System, HVAC, Heating and Cooling, Electrical, Service Company Accessibility (Fire Alarm, Police, Security Cameras, Phones, Wi-Fi, etc.), Grounds and Irrigation, Exterior walls, etc. These must be clear or clean to make sure the working of these facilities. The facility cleaning checklist template is used for these facilities cleaning purposes. This checklist template includes all the facilities mentioned above in order to cross-check if all these tasks completed or not. In account it is very easy to use the facility maintenance checklist template because of its efficient, responsive, and widely global use.