

Commercial Building Maintenance Checklist



If you are in charge of maintaining the structure and its various components, whether it is an office complex, a multi-use facility, or a university campus, you already know how many commercial building maintenance jobs there are to accomplish. Some are routine tasks, while others are required for regulatory inspections, and yet others are emergency repairs and structural modifications.

We've written about this before, but with a focus on structural restoration and facility management. This time, we've taken a slightly different approach to help highlight some of the issues impacting commercial buildings, focusing on both normal general building [reinstatement Singapore](#) services and proactive and predictive maintenance that protects your assets in the long run.

Proactive and predictive maintenance

Preventative maintenance is another term for facility upkeep. It essentially entails taking a preventative approach to building maintenance activities by performing specific operations at predefined times to ensure that building assets and components are in excellent working order. It frequently contains a job schedule that includes routine inspections and selected fixes based on use or time. Frequent, preventive building repairs and maintenance help to detect weaknesses early and address them before they

become major problems. Preventive maintenance also reduces unscheduled downtime, which reduces maintenance expenses in the long run.

There are various standard maintenance work categories:

Routine maintenance tasks include emptying sewers and inspecting pathways. It is done on a regular basis, whether on a daily, weekly, monthly, or quarterly basis.

Proactive replacements entail replacing damaged or ineffective construction pieces before they fail completely.

Scheduled renovations frequently include a planned shutdown and take place when there is a break in classes, such as on a university campus during a semester. These are the greatest periods to replace or remove known rotting or broken building components, as well as to repair any structural issues.

Condition monitoring is a type of preventive maintenance that uses sensors to monitor equipment such as conveyor belts and elevators in real time. The data is received via preventative maintenance software. Repair work is performed based on the condition of the components.

Reactive maintenance, also known as breakdown maintenance, is only performed when a component fails or malfunctions. In other words, until a problem emerges, at which point it is frequently too late. This frequently results in unexpectedly expensive repairs.

The Importance of a Maintenance Checklist

You have a lot to remain on top of and informed about as a maintenance manager. As a result of this knowledge, we have compiled a short list of initiatives that should be considered.

Checklist for commercial building maintenance.

Fire safety equipment, regulations, and procedures

Because fire compliance is a vital and crucial regulatory feature of the Australian building code, any maintenance checklist must include a large section on it. This must be included by necessity.

You must inspect and ensure that fire safety equipment is in great condition to keep building occupants and the building as safe as possible, as required by Australian legislation. If you fail to pass a regulatory examination, you may face penalties and fines for noncompliance.

According to the Australian Fire Safety Regulations and Fire and Rescue NSW, all fire extinguishers in your commercial facility should be tested and maintained every six months by a trained fire protection firm. Crawl spaces, doors, and the sprinkler system should all be on your fire safety inspection checklist.

Ensure that your fire safety plan is accurate, up to date, and understood by all residents.

While performing any building work, ensure that all fire rating concerns are applied to the new parts.

Construction of external walls and masonry

Regardless of how long they last, masonry and concrete construction materials and structures can and do deteriorate with time. Building arches, canopies, and eaves, in addition to inner walls, should all be inspected. The exterior walls are not the only thing that must be inspected. Interior walls may show signs of cracking, efflorescence, and bubbling, which indicate moisture problems elsewhere in the building and are indicative of structural collapse.

Roofing structures

Check the external soffits, fascia, and gutters for obstructions, leaks, and overall waterproofing effectiveness. Flat roofing components should be inspected as well. They should be inspected every six months on average, and more frequently during periods of heavy rain. If the recent storms in Sydney or March and April taught us anything, it is that even the most durable of structures may be quickly damaged by high rain levels.

- Moisture tests to look for leaks;
- Damage to the roof, both new and old, particularly to the metal copings;
- Areas where solar panel installations, aerials, and plants have pierced the surface;
- Current waterproofing membranes deteriorating; and
- Tears, wrinkling, and abnormalities in the roof-wall connectors and flashings.