

# Checklist for Commercial Building Maintenance

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You already know how many commercial [building maintenance works](#) there are to do if you are in charge of maintaining the structure and its many components, whether you are in charge of managing an office complex, a multi-use facility, or a university campus. Some of them are daily tasks, while others are required for regulatory inspections, while yet others include emergency repairs and structural corrections.

We've written about this subject before, but with a stronger emphasis on structural repair and facilities management. This time, to help highlight some of the problems plaguing commercial buildings, we've taken a slightly different approach with a focus on both routine general building maintenance services and proactive and predictive maintenance that safeguards your assets over the long term.

## **Maintenance that is proactive and prognostic**

Facility maintenance is another name for preventative maintenance. It basically involves adopting a preventative approach to building maintenance activities by carrying out certain operations at predetermined intervals to make sure building assets and components are in excellent functioning order. It often includes a schedule of tasks including routine inspections and selected repairs depending on use or time. Regular, periodic preventive building repairs and maintenance serve to uncover flaws early and allow for their correction before they become significant issues. Preventative maintenance also lowers unplanned downtimes, which eventually lowers maintenance costs.

## **There are numerous standard categories of maintenance tasks:**

Typical routine maintenance duties include emptying drains and checking walkways. It is carried out on a consistent basis, whether as a daily, weekly, monthly, or quarterly activity.

### **Proactive replacements: Involves changing out damaged or ineffective construction parts before they fall apart altogether.**

Refurbishments that are scheduled often include a planned closure and take place when there is a break in courses, like on a university campus during a semester. These times are best used for the replacement or removal of known decaying or damaged building components as well as the remediation of any structural problems.

Condition monitoring is a kind of preventive maintenance that makes use of sensors to allow for real-time monitoring of equipment like conveyor belts and elevators. Preventative maintenance software receives the data. Depending on the state of the components, repair work is done.

Reactive maintenance, sometimes referred to as breakdown maintenance, is only carried out when a component is flawed or malfunctions. In other words, until an issue arises, by which point it is often too late. This frequently means expensive repairs that weren't anticipated.

## **A Maintenance Checklist's Value**

As a maintenance manager, you always have a lot to stay on top of and informed on. We have created a brief list of projects that should be taken into consideration as a result of this knowledge.

### **Checklist for maintaining commercial buildings.**

Equipment, regulations, and processes for fire safety

Any maintenance checklist must include a large section on fire compliance since it is a key and crucial regulatory element of the Australian building code. By necessity, this must be included.

To keep building occupants and the building as safe as possible, you must inspect and make sure that fire safety equipment is in excellent condition, as required by Australian legislation. You may be subject to penalties and fines for non-compliance if you are unable to pass a regulatory examination.

All fire extinguishers in your business building should be examined and maintained by a qualified fire protection firm every six months, per the Australian Fire Safety Standards and the Fire and Rescue NSW. Crawl spaces, doors, and the sprinkler system should all be on your checklist for a fire safety examination.

### **Making sure your fire safety plan is precise, current, and understood by all inhabitants**

Ensuring that all fire rating considerations are provided to the new parts when you carry out any construction work

## External walls and masonry construction

Despite their durability, masonry and concrete construction materials and structures may and do deteriorate with time. Additionally to interior walls, building arches, canopies, and eaves should all be inspected. Exterior walls are not the only thing that has to be examined. Internal walls may exhibit cracking, efflorescence, and bubbling—symptoms indicating moisture issues elsewhere in the building—which are indicators of structural collapse.

## Roofing systems

The external soffits, fascia, and gutters should also be checked for obstructions, leaks, and general waterproofing effectiveness. Flat roofing sections should also be checked. They should be inspected on average every six months and during periods of significant rainfall. If the recent storms in Sydney or in March and April have taught us anything, it is that even the most sturdy of buildings may swiftly get damaged by large rain levels.

### The following items should be checked on the roof:

- Conducting moisture tests to look for leaks;
- Damage to the roof, both new and ancient, 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.