



DEFERRED MAINTENANCE CHECKLIST

Use this checklist to identify and prioritize deferred maintenance items at your property. Regular assessments help you plan ahead, control costs, and protect asset value.



HOW TO USE THIS CHECKLIST

Walk the property, inspect each category, and note any items needing immediate attention or repair.

Prioritize based on safety, system criticality, and cost impact.

CATEGORY	ITEMS TO CHECK	SIGNS OF DEFERRED MAINTENANCE	PRIORITY (HIGH / MED / LOW)
 ROOFING	☐ Roof membrane / shingles ☐ Flashing and seams ☐ Roof drains and gutters	Leaks, ponding water, visible damage, loose or missing materials, water stains on ceilings	
 HVAC SYSTEMS	☐ Units and equipment ☐ Ductwork and vents ☐ Thermostats and controls	Inconsistent temperatures, unusual noises, poor airflow, frequent cycling, aging equipment	
 PLUMBING	☐ Pipes and fittings ☐ Fixtures and faucets ☐ Water heaters	Leaks, corrosion, low water pressure, stains, outdated fixtures	
 ELECTRICAL	☐ Electrical panels ☐ Wiring and conduit ☐ Outlets and switches ☐ Lighting (interior & exterior)	Tripped breakers, flickering lights, outdated panels, exposed wiring, non-functioning outlets	
 BUILDING EXTERIOR	☐ Exterior walls and siding ☐ Windows and doors ☐ Sealants and caulking ☐ Paint and finishes	Cracks, loose or missing materials, water intrusion, peeling paint, failed seals	
 PAVING & SITE	☐ Parking lot and driveways ☐ Sidewalks and curbs ☐ Drainage and grading ☐ Landscaping / irrigation	Cracks, potholes, standing water, erosion, poor drainage, overgrown landscaping	
 INTERIOR FINISHES	☐ Walls, ceilings, and floors ☐ Doors and hardware ☐ Restrooms and fixtures	Stains, cracks, worn surfaces, damaged hardware, outdated finishes	

PRIORITIZATION GUIDE



HIGH PRIORITY

Items that pose safety risks, could cause system failure, or lead to major damage if not addressed.



MEDIUM PRIORITY

Items that impact comfort, efficiency, or appearance and should be addressed in the near term.



LOW PRIORITY

Items that are cosmetic, non-urgent, or have minimal impact on operations.



NEXT STEPS

- ✓ Review and prioritize identified items.
- ✓ Obtain estimates and plan repairs.
- ✓ Track progress and re-assess regularly.



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