

COMMERCIAL PROPERTY MAINTENANCE CHECKLIST

Stay Ahead, Stay Compliant, Stay Protected

Use this checklist regularly to maintain the safety, efficiency, and value of your commercial property. Staying proactive not only helps avoid costly repairs and potential liabilities—it also ensures your building remains a safe, welcoming space for tenants, staff, and visitors. For best results, keep a log of completed tasks, schedule routine inspections, and partner with trusted professionals when needed.



COMMERCIAL PROPERTY MAINTENANCE CHECKLIST

External Areas Maintenance

- ☐ Clean and inspect all external communal areas (paths, courtyards, entry points)
- ☐ Inspect and clean roof surfaces
- ☐ Remove debris from gutters and downspouts
- ☐ Check and clear external drains for blockages
- ☐ Inspect pavement and parking areas for cracks or hazards
- ☐ Maintain external signage and lighting (functionality and visibility)

Landscaping & Grounds

- ☐ Routine grass cutting, hedge trimming, and leaf clearance
- ☐ Watering plants, trees, and lawns as needed
- ☐ Apply seasonal treatments (fertilizers, weed control)
- ☐ Inspect and maintain irrigation systems
- ☐ Removal of litter and debris from the grounds

Pest Control

- ☐ Regular inspection for signs of rodents/insects
- ☐ Install and monitor traps and bait stations
- ☐ Engage a professional pest control contractor for preventive treatments
- ☐ Seal entry points to prevent infestation
- ☐ Log and investigate any reported sightings or infestations

Internal Communal Areas Cleaning & Maintenance

- ❑ Daily/weekly cleaning of corridors, stairwells, lobbies, lifts
- ❑ Clean and disinfect touchpoints (door handles, buttons)
- ❑ Vacuum and mop floors and carpets
- ❑ Empty bins and recycling containers
- ❑ Clean internal drains and check for odors or blockages

Waste Management & Recycling

- ❑ Check waste disposal areas for cleanliness and organization
- ❑ Ensure proper separation of general waste and recyclables
- ❑ Monitor collection schedules and missed pickups
- ❑ Service or replace bins and compactors as needed

Mechanical, Electrical & HVAC Systems

- ❑ Inspect and test all mechanical systems
- ❑ Check and maintain electrical systems and panels
- ❑ Inspect and clean HVAC systems, replace filters
- ❑ Inspect and maintain hot water and heating systems
- ❑ Test all lighting systems (internal and external)
- ❑ Document meter readings (electricity, water, gas)
- ❑ Replace or repair faulty components immediately

Fire & Safety Systems

- ❑ Inspect and test all fire alarm systems
- ❑ Check and maintain fire extinguishers (expiry dates, pressure levels)
- ❑ Inspect and test emergency lighting
- ❑ Conduct fire drills and test fire exits
- ❑ Inspect smoke and CO detectors
- ❑ Ensure evacuation plans and fire safety signage are visible and up to date

Water Supply & Legionella Control

- ❑ Test water temperature at key outlets
- ❑ Flush unused water outlets regularly
- ❑ Clean and inspect water tanks and pipework
- ❑ Conduct legionella risk assessment periodically
- ❑ Ensure compliance with local water safety regulations

Proactive Routine Inspections

- ❑ Weekly walk-around to identify visible defects
- ❑ Monthly checks on roof, gutter, drains, HVAC systems
- ❑ Quarterly professional inspection of electrical and mechanical systems
- ❑ Annual servicing of boilers, HVAC, and firefighting systems
- ❑ Schedule and log compliance inspections

Repairs, Replacements & Contractor Oversight

- ❑ Log and prioritize repair requests
- ❑ Arrange quotes and scheduling for replacements and upgrades
- ❑ Monitor contractor performance and quality of work
- ❑ Maintain a repair log and update maintenance records

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