

Building Maintenance Checklist

Automated Form Number	<input type="checkbox"/> Template Library-Example Template Project-Example Team-DP-PEA-0017-1
Name of Inspector	Dave Hodgson
Date of Inspection	Tuesday, 09 April 2019

Roofing

***Inspect twice per year and after adverse weather.**

Checkbox	Check roofing files, contracts, and warranties	Yes	Comments:
Checkbox	Clear debris from roof drains	Yes	Comments:
Checkbox	Inspect the perimeter to check old and new damage to metal and copings	Yes	Comments:
Checkbox	Check roof connections to the wall and roof flashing for tears and wrinkles	Yes	Comments: Roof flashing is torn on the East side of the roof and will need to be replaced.
Checkbox	Check splits in the stripping plies, if the roof is made out of bitumen	Yes	Comments:
Checkbox	For metal roofs, protect against corrosion	Yes	Comments:
Checkbox	Weed, trim and irrigate a green roof	Yes	Comments:
Checkbox	Conduct a moisture survey to find leaks	No	Comments: Didn't have the equipment to conduct the moisture survey, have flagged with Erica from administration.
Checkbox	Inspect solar panels in the areas around penetrations	NA	Comments:
Checkbox	Install protection of the roof membrane	Yes	Comments:

HVAC

***Inspect at least twice per year**

Checkbox	Find screw issues, recharge P-traps or U-bend water traps	Yes	Comments:
Checkbox	Hire a professional to inspect chillers and boilers	Yes	Comments: Hired Australian Boilers Pty Ltd
Checkbox	Inspect cooling towers for fill, fill valves, fan blades, motor bearings, gearbox and support structure, wiring and log observations	Yes	Comments:
Checkbox	Check and lubricate pumps once a year	NA	Comments: Checked and lubricated pumps during the last checks

Office Building Maintenance Checklist

Rachel Sandford



Office Building Maintenance Checklist:

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