

# Building Maintenance Checklist

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

## Roofing

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

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

## HVAC

**\*Inspect at least twice per year**

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

# Office Building Maintenance Checklist

**Minjie Lin**



## **Office Building Maintenance Checklist:**

**Office Building Maintenance Checklist** Journals for All Staff, 2017-08-10 Blank Office Safety Checklist Get Your Copy Today Large Size 8 5 inches by 11 inches Enough space for writing Include sections for Year Month Department Location Manager's Name and Phone Number Inspected by Signature and Date Checklist questions Blank Page Checklist Notes Buy One Today and have a record of your Office Safety Inspection Office Building Safety and Health Charles D.

Reese, 2004-06-11 Most workers spend the majority of their day in an office building environment Protecting office workers from safety health and security risks is a key task of many safety and health professionals particularly those responsible for the management of very large office complexes and high rise buildings This book provides a comprehensive look at

**Building Maintenance** Ivor H. Seeley, 1987-11-20 A comprehensive up to date and illustrated exposition of building maintenance in all its aspects to serve the needs of building surveyors and other professionals involved in this activity and building surveying and architectural students It shows the great importance of properly maintaining buildings and the advisability of providing adequate feedback to the design team All the main building defects are described and illustrated and the appropriate remedial measures examined Alterations and improvements to buildings and the specifying measurement pricing tendering and contractual procedures are all examined described and illustrated In addition the planning and financing execution and supervision of maintenance work receive full consideration **Maintenance Management, Class**

**A Offices** United States Postal Service, 1986 Industrial Safety and Health for Administrative Services Charles D.

Reese, 2008-10-24 Industrial Safety and Health for Administrative Services constitutes a much needed source for the identification and prevention of most of the injuries and illnesses occurring in the financial and information sectors The text thoroughly explains the issues of office health management major safety and electrical hazards and emergency response to

Energy Audit Workbook for Office Buildings United States. Department of Energy. Office of Conservation and Solar Applications. Office of State Grant Programs, 1978 *Checklists for Public Library Managers* Jay Wozny, 1989 Collects in one volume concise summaries for over 75 basic assignments likely to face librarians at all management levels **Facilities**

**Management** Joel D. Levitt, 2013-01-15 Facilities management is a broad based discipline that calls into play architectural construction engineering and management and human skills particularly for running and maintaining commercial institutional academic and industrial buildings Facilities Management will cover the essential role and responsibilities of the facilities manager as it pertains to building maintenance If you're a newcomer to facilities management you will find this book an excellent introduction to managing maintenance Already an established professional You'll be able to brush up on the latest technological and regulatory trends affecting how complex facilities should be successfully maintained by way of risk assessment Facilities Management contains ample ready to use assessment forms and resources for extended practical information Highlights include Coverage of key components of facilities maintenance management including risk

management building safety operations and purchasing staffing and more Guidance on new trends including lean building maintenance and Green Building specs Green Spec like LEED Guidance on legal contracts safety regulations energy efficiency and more Specific management guidance by building type including apartments office buildings hotels and resorts government buildings schools transport facilities and many others

**Project Management Checklist: A Complete Guide For Exterior and Interior Construction** Fred Stitt,1992-09-30 A true management time saver this volume covers all project management stages from pre design up to the point that construction begins Following the standard American Institute of Architects AIA project format and three hole punched for portability it supplies checklist for site analysis schematic design design development and covers all phases of prebidding bidding and negotiations as well as contracts and post construction administration

*The Complete Idiot's Guide to Commercial Real Estate Investing* Stuart Leland Rider,2006 The previous edition of this book is *The Complete Idiot's Guide to Real Estate Investing Second Edition* The book focuses heavily on commercial real estate investing but given the absence of the word commercial in the title and elsewhere within the book it was purchased by many whose interests in real estate were of a much smaller scale and involved residential income properties as opposed to commercial real estate development *The Complete Idiot's Guide to Commercial Real Estate Investing Third Edition* is retitled and slightly refocused to better target the intended audience aspiring commercial real estate investors developers What little coverage of residential income properties that existed in previous editions has been cut and the remaining content has been updated to clearly reflect the focus on buying and selling commercial properties

Planning Office Space Francis Duffy,Colin Cave,John Worthington,2016-06-06 *Planning Office Space*

*Production Manual for Contract Administration Services* United States. Defense Logistics Agency,1983

Department of the Army Pamphlet ,1985

*Commercial Real Estate* Edward S Smith, Jr,2002

**High-Rise Security and Fire Life Safety** Geoff Craighead,2009-06-15 High Rise Security and Fire Life Safety 3e is a comprehensive reference for managing security and fire life safety operations within high rise buildings It spells out the unique characteristics of skyscrapers from a security and fire life safety perspective details the type of security and life safety systems commonly found in them outlines how to conduct risk assessments and explains security policies and procedures designed to protect life and property Craighead also provides guidelines for managing security and life safety functions including the development of response plans for building emergencies This latest edition clearly separates out the different types of skyscrapers from office buildings to hotels to condominiums to mixed use buildings and explains how different patterns of use and types of tenancy impact building security and life safety Differentiates security and fire life safety issues specific to Office towers Hotels Residential and apartment buildings Mixed use buildings Updated fire and life safety standards and guidelines Includes a CD ROM with electronic versions of sample survey checklists a sample building emergency management plan and other security and fire life safety resources

**Advanced Information Networking and Applications** Leonard

Barolli,2024-04-08 This book covers the theory design and applications of computer networks distributed computing and information systems Networks of today are going through a rapid evolution and there are many emerging areas of information networking and their applications Heterogeneous networking supported by recent technological advances in low power wireless communications along with silicon integration of various functionalities such as sensing communications intelligence and actuations is emerging as a critically important disruptive computer class based on a new platform networking structure and interface that enable novel low cost and high volume applications Several such applications have been difficult to realize because of many interconnection problems To fulfill their large range of applications different kinds of networks need to collaborate and wired and next generation wireless systems should be integrated in order to develop high performance computing solutions to problems arising from the complexities of these networks This book aims to provide the latest research findings innovative research results methods and development techniques from both theoretical and practical perspectives related to the emerging areas of information networking and applications Home and Small Building Maintenance Checklist Arctic Energy Alliance,1990 *Maintaining Historic Buildings* ,1990 *Recognition, Evaluation, and Control of Indoor Mold* Bradley Prezant,Donald M. Weekes,J. David Miller,2008 **The Federal Aviation Administration's Process of Selecting Locations for Automated Flight Service Stations** United States. General Accounting Office,1984

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