



Commercial / Industrial Building Maintenance Checklist

Regular maintenance is important to keep your commercial property running smoothly. That's why this month, we've included a detailed checklist of routine property maintenance items to check regularly, so you can keep your building at top value.

ROOFING

- ✓ Inspect at least twice a year, and after any severe storm.
- ✓ Create a roofing file for each building; review warranty information.
- ✓ Clear roof drains of debris (roof warranties don't cover this).
- ✓ Walk the perimeter to examine sheet metal, copings, and previously repaired sections.
- ✓ Check roof-to-wall connections, and examine flashings for wrinkles and tearing.
- ✓ Plan a moisture survey every 5 years to detect wet insulation or leaks.

HVAC

- ✓ Inspect at least twice a year, with seasonal start-up and run inspections.
- ✓ For cooling towers, disassemble screens and access panels for inspection; inspect the tower fill, support structure, sump and spray nozzles, fill valve, gear box, drive coupling, fan blades, and motor bearings; clean starter and cabinet; inspect wiring; check motor starter contacts for wear and proper operation; megger test the motor and log readings; and check the condition of the sump heater and contactor, and log observations.
- ✓
Pumps usually require bearing lubrication at least annually. Inspect couplings and check for leaks. Investigate unusual noises.
- ✓ Air-handling unit maintenance should include cleaning or replacing air filters at least quarterly, based on condition.

PLUMBING

- ✓ Inspect at least annually; investigate any leaks or unusual noises.
- ✓ Domestic water booster and circulation pump systems require bearing lubrication at least annually; inspect couplings and check for any leaks.
- ✓ Domestic water heaters and boilers should be fire-tested periodically, using flue-gas analysis to adjust the flue draft and combustion air input to optimize efficiency.
- ✓ Remote drinking water chillers need condenser fan motor bearings lubricated annually. Check all contacts for wear and pitting, and run system control tests. Pump down the system and remove the refrigerant according to manufacturer instructions. Drain and replace oil in the compressor oil reservoir, including filters, strainers, traps.
- ✓ Sump and sewage ejection pumps are replaced on an as-needed basis, but should be checked for function. Exposed pumps should be lubricated annually.

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LIGHTING

- ✓ Inspect at regular intervals, with group relamping when lamps begin to fail.
- ✓ Any luminaires that have transformers, control gear, or accessories, such as spread lenses, glare baffles, or color filters, should be routinely checked.
- ✓ Check exterior lights to make sure cables aren't torn; all screws and hardware should be in place and working, and gaskets can be replaced to provide a better watertight seal.
- ✓ Replace any burned-out lamps, and consider group relamping (to create your relamping schedule, calculate lamp life and how often lamps are used).
- ✓ Ensure that each lamp has the same color temperature.
- ✓ Re-aim adjustable lighting, if necessary.
- ✓ Dust lamps and clean lens surfaces to enhance lighting performance.

OTHER

- ✓ Though a licensed or manufacturer-authorized professional should inspect fire- and life-safety systems, you can make sure your certification is up to date, and ensure that reports and paperwork are handy.
 - ✓ Electrical systems should be inspected by a licensed electrician every 3 to 5 years; PM typically includes checking switchgear, panel boards, and connections, and cleaning and re-torquing electrical-equipment connections.
 - ✓ Parking-garage surfaces should be cleaned at least twice a year, with coating replacement every 10 years. Power washing is a cheap, easy way to protect the structure and delay rehabilitation projects.
 - ✓ Pavements should be crack-filled and seal-coated on a regular basis. Mill and overlay pavements should be done every 20 years.
- The above list is not to be construed to be a complete list for all facilities, as each building is unique. The above is for informational purposes only.

If you have any questions or need assistance with anything related to your facility, please don't hesitate to contact us. Your relationship with us is of the utmost importance.

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