School Building Maintenance Checklist

Maintenance

DATE	BUILDING / CAMPUS	FACILITIES STAFF
____ / ____ / _____		

HVAC & COMFORT

	OK	NOT OK
Heating / cooling operational	○	○
Thermostats responding	○	○

Filters checked (replace if dirty) ☐ OK ☐ Replace

	OK	NOT OK
No unusual noise from units	○	○
Ventilation adequate in classrooms	○	○

PLUMBING

	OK	NOT OK
No leaking taps or pipes	○	○
Toilets flushing properly	○	○
Drinking fountains working	○	○
Hot water at safe temperature	○	○
Drains flowing freely	○	○

ELECTRICAL & LIGHTING

	OK	NOT OK
All classroom lights working	○	○
Corridor and stairwell lights	○	○
Emergency lighting tested	○	○
Exterior and car park lights	○	○
No damaged outlets or switches	○	○

CLASSROOMS

	OK	NOT OK
Doors and locks functioning	○	○
Windows opening / closing properly	○	○
Furniture in good repair	○	○
Whiteboards / screens working	○	○

RESTROOMS

	OK	NOT OK
All fixtures working	○	○
Dispensers operational	○	○
Tiles and grout in good condition	○	○
Ventilation working	○	○

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EXTERIOR & GROUNDS

	OK	NOT OK		OK	NOT OK
Building exterior in good repair	○	○	Fencing and gates secure	○	○
Gutters and downpipes clear	○	○	Playground surfacing adequate	○	○
Paths and steps in good condition	○	○	Car park markings visible	○	○

WORK ORDERS

Repairs needed

Priority items

Facilities staff signature

Notes

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