



Suggested Routine Building Maintenance (06/2022)

Most manufacturing firms have strict SOPs and maintenance contracts for equipment associated with production of goods. At the same time, many companies struggle to establish clear guidelines to care for their property with the same level of attention. This very basic checklist has been offered to many of our clients to assist with developing a consistent system of inspections to stay ahead of general facility maintenance and keep expensive surprises at bay.

I. Site / Exterior

A. Landscaping and Irrigation – Coordinate through Lawn & Irrigation Maintenance Contractors:

1. Landscaping

- a Cutting and trimming of all lawn areas
- b Brushhog “remote” or “extra” property minimum twice annually – mid-summer and fall
- c Pruning of all scrubs / bushes
- d Aeration and overseeding in the fall
- e Canopy all trees (removal of all low or dead branches)
- f Repair edging of landscape beds.
- g Removal of all weeds in the landscape beds.
- h Mulch landscape beds and consider application of pre-emergent herbicide prior to mulch.
- i Report all plantings that had either been damages, over or under watered for replacement (wilting or leaves browning / yellowing).

2. Irrigation

- a Open and close the system in the spring and fall
- b Adjust all heads for proper zone coverage
- c Report and damaged heads and replace
- d Note any plantings getting over or under watered.
- e Educate (2) associates on the proper duration / water sequence through the growing season.
Two (2) associates recommended for redundancy.

B. Bio-retention Pond Maintenance – Typically Coordinated through an approved vendor:

1. Ensure siltation is not collecting in the media (Review need to overseed above to generate better root establishment to reduce siltation)
2. Prune / trim bio media plants at the end of the growing season
3. Quarterly inspect the ponds and submit appropriate inspection reports to the local jurisdiction with a qualified contractor
4. Per local jurisdiction regularly clean / manage the bio media with a qualified contractor

C. Pavements / Curbing (twice a year)

1. Pavement Inspection - Asphalt, Concrete and Gravel

- a Walk and inspect all pavements looking for signs of excessive cracking, differential settlement between cracks, washing out of backfills behind curbing or pavement, low spots in gravel areas creating ponding or inconsistent gravel build up.
- b Infilling of the gravel laydown areas should be addressed annually. (Low areas along drive lanes can cause cracking / deterioration of the pavements.)
- c Sealing of asphalt and joints should be done every 2-3 years to maintain the asphalt longevity followed by restriping.
- d Prior to sealing asphalt surfaces, cracks should be ground/cleaned and sealed with either tar or caulk to reduce the risk of water infiltration into the subgrade.
- e Joints or cracks in concrete pavement should be ground/cleaned and sealed with tar.
- f Inspect all sidewalks for trip hazards or repairs.

2. Curbing Inspection - Curb & Gutter, Barrier Curb

- a Inspect for any damaged areas that maybe repaired or removed and replaced
- b Parking bumpers
- c Inspect after the winter season due to snowplow movement.
- d Assure all bumpers aligned in their designated stalls?
- e Do any bumpers need to be replaced?

D. Misc. site items (twice a year)

1. Inspect all fencing and guard rails, make necessary repairs
2. Ground mounted signs: Inspect that all signs are properly located, within view, illuminated if necessary and in good condition.
3. Grate Inlets / trench drains, inspect and remove any debris to allow for free flowing.
4. Drive the site during a heavy rain to confirm all water is flowing properly.
5. Septic: if the facility has a septic tank, is it being emptied regularly, inspect that the leach field is properly draining.....no heavy trucks or equipment should be allowed on or near the leach field.
6. Inspect all handrailing to confirm they are properly secured and not damaged.
7. Walk / inspect the entire site and pick up all trash, organize pallets, etc. (Make the site a first good impression.) We recommend this be performed more regularly, but a 6-month interval minimum.

E. Site Lighting (twice a year)

1. Inspect at night that all lights are working and in good order
2. Inspect for proper light coverage
3. Inspect the building mounted signs to insure they are properly illuminated.
4. Inspect to confirm that no pole lights / bases have been pushed out of alignment

II. Building Exterior (twice a year)

A. General Exterior

1. Inspect dock seal fabric & bumpers for excessive wear
2. Inspect all overhead doors for proper operation along with any damage to tracks or panels
3. Inspect each exit man door for proper door hardware operation & condition
4. Inspect the exterior skin of the building: wall panels, trims, door jambs, paint, and caulk joints.
5. Inspect all downspouts are in good condition and flowing properly away from the building. If you notice water coming from the overflow drain, the downspouts / roof drains are likely clogged.

6. Inspect caulk joint condition around the perimeter of all exterior windows
7. Inspect all windows & glass doors for any broken glass, if all acceptable.....clean inside and out.

B. Roof & Drainage

1. Coordinate / schedule the roof inspection with the corporate roofing consultant
2. Clean debris from roof drain strainers and gutters
3. Inspect and caulk seams of gutters with signs of leakage
4. Inspect gutters and roof drains for standing water lasting greater than 24 hours
5. Flush overflow drains to ensure no wildlife or other blockage has nested within the line
6. Report all past roof leaks to the consultant
7. Inspect the roof and remove any sharp objects, trash, screws, etc.
8. Inspect the coping and re-caulk where necessary

C. Masonry Building Specific Items

1. Inspect the mortar joints (a darker discoloring of the mortar usually is a sign of moisture getting behind the wall) . If this is the case, look up and inspect the gutters / wall cap flashing for water infiltration.)
2. Inspect the joints for stair stepped cracks in the joints, this is usually a sign of settlement at the footing. Inspect for water sitting up against the footing / foundation, review drainage in this area.
3. Inspect the top of any stone coping caps, caulk any horizontal joints that may have opened up.

I. Building Interior

A. Warehouse floor slab (annually)

1. Walk the entire floor and inspect for excessive cracking or differential settlement
2. Caulk joints where necessary, epoxy may be necessary for this application.
3. Inspect the floor slab for excessive gouges / gashes.....patch with epoxy
4. Inspect all floor striping and replace as necessary

B. Building columns / super structure / misc. (twice a year at minimum)

1. Inspect all building columns / structural members for damage.....if you observe ANY damaged members a structural engineer should get involved immediately. (Pre-engineered metal buildings will require involvement of the building manufacturer.
2. Inspect all handrails that they are in good condition
3. Inspect columns if any need to be repainted or touched up
4. Repeat damage or "scuffing" may indicate the need for column protectors
5. Inspect all racking base plates anchors for possible damage / at the same time inspect the legs of racks for possible damage

C. Floor drains / plumbing (twice a year)

1. Inspect and flush all trench drains to confirm they are free of debris, trash and free flowing.
2. Drains in areas that don't regularly get used should have water dumped down them to prime the traps. Remote traps may benefit by putting mineral oil in them to reduce evaporation.
3. Inspect and confirm that all toilets and urinals are properly flushing
4. Flush hot water heater once a year.

5. Operate all water shut off vales full range of close and open annually, this includes shutoffs for faucets and any tank type toilets.
- D. HVAC (twice a year)
1. Coordinate and schedule the HVAC contractor / consultant for unit inspections and filter changes
- E. Electrical (annually or as-noted within)
1. Inspect all interior lighting for proper function and illumination.
 2. Test annually all crane and equipment disconnects to ensure proper function.
 3. Every 5 years have the electric gear opened and crane disconnects inspected with infrared scanning. If heat signature reflects loosened lugs or phase imbalance, review corrective action options and safety protocols with the onsite electrician.
- F. Misc. (annually)
1. Service dock levelers annually, lubricate fittings, adjust position due to usage and inspect for wear and fatigue.
 2. Annually have the fire extinguishers inspected and tagged by qualified third party.

** END LIST **