

Building maintenance checklist



Building maintenance checklist

Name:

Maintenance list	MedicX responsibility and cost	MedicX responsibility and recharge to tenant	Tenant's responsibility for contract and cost	Contractor details	Comments
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External

Car park					
External decoration					
External lighting					
Fall arrest inspections inc. eye bolts					
Grounds and external maintenance					
Pest control					
Structural maintenance					
Waste management					
Window cleaning					
Window frames and mechanisms					
Other					

Internal

Access controls					
Automatic door maintenance					
CCTV					
Electrics					
Emergency lighting					
Fire alarm(s)					
Fire risk assessment					
Internal cleaning					
Internal decoration					
Lift(s)					
Lightning conductor test maintenance					
Plant room / heating					
Radiators and pipe work					
Security alarm(s)					
Utilities					
Ventilation/air conditioning					
Water risk assessment					
Other					