



Routine and preventive maintenance checklist

Sample annual calendar for _____


GROUPS See Note (1)	FREQUENCY See Note (2)	PROCEDURES Inspection/Maintenance	DATE See Note (3)	WORK ORDER See Note (4)	WHO IS DOING IT?
Playground Equipment	Annually	Inspect for loose, cracked parts, sharp edges, rot & fall protection.			
Planting	Annually	Inspect for plant and tree growth against building.			
Concrete Patios & Retaining Walls	Annually	Inspect for cracks, shifting, water damage and drainage.			
Sidewalks & Driveways	Semi Annually	Inspect for cracks and trip hazards.			
BUILDING EXTERIOR See Note (5)	FREQUENCY	PROCEDURES Inspection/Maintenance	DATE	WORK ORDER	WHO IS DOING IT?
Crawlspaces, concrete Foundations	Annually	Inspect for dampness, vermin, inspect beams and posts for rot. Inspect foundations for cracks, shifting, and water damage.			
Masonry Veneer	Annually	Inspect for efflorescence (white powder), inspect sealants.			
Porches and Balconies	Annually	Clean and inspect for cracks, rot, trip hazards, secure railings & steps.			
Wood Siding, Fascia & Trim	Annually	Inspect for cracks, water damage, deteriorated finishes and vermin.			
Gutter Cleaning		Full cleaning of interior of gutters and exterior if required.			




Gutter Repair		Spot cleaning of the gutters and repair of the damaged sections of the gutters and downpipes.			
Attic Ventilation	Annually	Inspect for obstructions, rot, vermin.			
Vinyl Decks	Annually	Check for lifting, water damage, damaged flashing.			
Concealed Waterproofing (parkade)	Annually	Check underside of slabs for evidence of leaks. Pressure Clean annually			
Stucco	Annually	Check for signs of water leakage, mold, mildew and staining, cracks, caulking			
Roof Shingles	Annually	Check for curled or missing shingles, excessive moss, damaged flashing, clean gutters.			
Vinyl Siding	Annually	Inspect for damaged siding and water damage.			
Steel Siding	Annually	Inspect for water damage and damaged sheets.			
BUILDING EXTERIOR See Note (5)	FREQUENCY	PROCEDURES Inspection/Maintenance	DATE	WORK ORDER	WHO IS DOING IT?
Flat Roofs	Monthly	Inspect for ponding and plugged drains.			
Flat Roofs	Annually	Inspect loose flashing, air pockets, blisters & debris.			
Roof Hatch	Annually	Inspect for forced entry, hardware operation, leaks and weather stripping.			
Metal Doors and Frames	Annually	Inspect for forced entry, correct hardware operation, weather stripping and sealants. Thresholds, warping			



Wood Doors and Frames	Annually	Inspect for forced entry, correct hardware operation, weather stripping and sealants.			
Automatic Door Openers	Annually	Inspect for damage, forced entry, wear, and test all safety features.			
Overhead Parkade Doors	Semi-annually	Inspect for proper operation and damage to components, test safety features.			
Aluminum Entrances and Storefront	Semi-annually	Inspect for forced entry, hardware operation, and closer adjustment.			
Windows and Doors	Annually	Inspect for leaks, hardware operation & sealing.			
Hose Bibs	Semi-annually	Inspect for damage and winterize in advance of freezing temperatures.			
Outdoor Outlets	Semi-annually	Test ground fault plugs.			
Dryer Vents	Monthly	Clean bird screens monthly and vents as required.			
Floor and Trench Drains	Annually	Clean out drains and trenches.			
Chimneys	Annually	Clean and check for cracks, loose bricks, leaks or damage. Include fireplaces and wood stoves.			
BUILDING INTERIOR & SERVICES See Note (6)	FREQUENCY	PROCEDURES Inspection/Maintenance	DATE	WORK ORDER	WHO IS DOING IT?
Door Handles, Hinges and Closures	Semi-annually	Check hardware for proper function, check and test fire exit hardware.			
Residential Appliances	Annually	Check fridge seals and drain tubes. Check stove burners and wires for electrical shorting or			



		grease build up. Check hood fans for filters, venting, grease build up and fire hazards.			
Walls and Ceilings	Annually	Inspect for mold, water damage, holes, cracking, and paint and humidity levels.			
Bathroom Fans	Annually	Inspect fans, clean motor and lubricate bearings			
BUILDING INTERIOR & SERVICES See note (#6)	FREQUENCY	PROCEDURES Inspection/Maintenance	DATE	WORK ORDER	WHO IS DOING IT?
Elevators	Monthly (subject to licensing requirements)	Have an elevator contractor service and maintain the elevator equipment.			
Boiler - Large Building	Monthly	Visual Inspection			
Boiler - Large Building	Quarterly	Preventative maintenance servicing, including visual inspection, all operational testing of controls and safety switches Adjust for seasonal temperatures.			
Boiler - Large and Small Buildings	Annually	Complete teardown (strip and clean boilers)			
Boiler/Furnace - Small Building	Annually	Service annually, change filter 3 to 4 times per year. Adjust for seasonal temps.			
Air Conditioning	Annually	Inspect for damage, icing, noise & leaks. Clean condenser.			
Ductwork	Annually	Clean and inspect for rust or damage.			
Gas Piping	Annually	Inspect for leaks and clearance between gas fired fixtures and combustibles.			



Hot Water Tank	Annually	Open drain; inspect pressure reducer valve-leaks.			
Electrical Panel and wiring	Monthly	Inspect for loose, frayed, exposed or overloaded wires/plugs. Test ground fault plugs monthly.			
Electrical Radiant Heater	Annually	Inspect for damage.			
Fire Alarm Sys, Extinguishers, Hoses, Sprinklers, Heat & Smoke Detectors	Daily/ Weekly/ Monthly/ Annually	Inspect annually using a qualified inspection firm. Have staff conduct daily, weekly and monthly checks from Fire Safety Plan.			
Emergency Generators	Weekly/ Semi-annually	Run emergency generators once per week for 20 mins. and have inspected by a qualified firm every 6 months. Maintain fuel supply.			
Storm Drains/ Catch Basins	Annually	Pump out the debris			
Sanitary Sewer Lines	Tri-Annually	Cleaning of the sanitary sewer lines as well as the vertical and horizontal (if applicable) plumbing stacks.			

NOTES:

1. Includes site improvements outside the building envelope.
2. The recommended maintenance or inspection interval.
3. The date you complete the inspection and/or maintenance procedures.
4. The reference section found in the Design and Construction Standards and the building operating and maintenance manual submitted by the contractor. Review the manual to determine if product is still covered under warranty.
5. Includes foundation walls, roofs, windows and doors.
6. Includes building services and interior finishes.

Effective date: [\[insert date\]](#)