

PENTIUM

WORKING TOGETHER

BUILDING MAINTENANCE CHECKLIST

Exterior – grounds maintenance

- Check pathways for damage, unwanted plants, and debris.
- Examine any trees and hedges in case they need cut back.
- Clear your underground drainage systems by removing debris and/or plants from around your drains.
- Check all signage is undamaged and clean.
- Remove all plants and weeds that obscure your brickwork (they can hide issues) and obstruct your pathways.

Exterior – buildings maintenance

- Check the roof for signs of damage from the outside such as missing tiles, visible deterioration, moss deposits or pooling water on a flat roof.
- Check all chimneys are still intact and have no visible signs of damage.
- Confirm any lightning conductors, satellite dishes or other roof attachments still appear firmly secured.
- Check all external brickwork for cracks (subsidence), mold, and visible damp.
- Check all gutters are intact and manually check for blockages to reduce the risk of damp damage.
- Check all windows are undamaged and appear to be in good condition.

Interior – buildings maintenance

- Check all internal walls, door, and windows for signs of damage or wear.
- Check bathrooms and pipes for leaks.
- Check inside your roof for any damage or issues you may have missed externally, including pests.
- Check doors and windows are firmly hinged and have no visible wear and tear as they are opened and closed.
- Check all lights and electronics successfully turn on, including security lights and equipment.
- Check safety equipment such as fire extinguishers and sprinkler systems are fully functional.

Interior – business maintenance

- Check computer systems and internet connections are fully functioning.
- Check any machinery is not only working but has passed safety checks before use.
- Check phone systems are online.
- Have a reminder session to run your staff through health and safety if they haven't been working on the premises for an extended period.

To discuss any issues you have found or any other facilities maintenance topics, please get in touch at <https://www.pentiumltd.co.uk/contact/>