

Daily

- Remove trash and debris throughout the facility
- Identify slip/trip hazards and address standing water
- Confirm lighting, cameras, and general safety systems are operational
- Walk entry/exit lanes to ensure clear access
- Verify that gates, ticketing, and payment systems are functioning normally
- Check stairwells and common areas for cleanliness and accessibility

Weekly

- Review signage and wayfinding for visibility
- Inspect mechanical components like fans, gates, and doors for unusual behavior
- Ensure elevator and stairwell access areas remain clean and unobstructed
- Conduct quick checks of drains and grates for potential blockages

Monthly

- Perform a broad walkthrough to observe overall structural and surface condition
- Look for water management issues (blocked drains, areas where water commonly collects)
- Check coatings, sealants, and protection systems for visible wear
- Verify proper functioning of life-safety equipment such as alarms and detectors
- Ensure electrical and mechanical rooms remain organized and accessible

Quarterly

- Test ventilation systems and life-safety lighting
- Review fire-safety equipment for proper placement and accessibility
- Perform light preventative maintenance on moving components (hinges, gates, doors)
- Confirm that access control, payment equipment, and communication systems operate reliably

Annually

- Conduct a full-condition walkthrough to evaluate the overall health of the structure
- Review waterproofing systems, expansion joints, and protective coatings
- Schedule annual inspections for elevators, fire systems, and ventilation systems
- Perform a deep cleaning of drains and interior surfaces
- Engage a qualified structural professional to complete a comprehensive assessment when needed

Seasonally (Climate Dependent)

- Spring: Clear winter debris and review areas affected by freeze-thaw cycles
- Summer: Check expansion joints and areas sensitive to heat-related movement
- Fall: Remove leaves; prepare winter deicing and snow removal plans
- Winter: Monitor snow piles, ice formation, and proper ventilation/CO management

Incident Response (As Needed)

After vehicle impacts, severe storms, or other unexpected events, conduct a facility check and consult a structural professional for assessment if any concerns arise.

Want the full checklist?

All StructureCare clients receive our full, detailed maintenance checklist. Contact us to learn more.

