
Annual Maintenance Checklist for Commercial Properties

(Items Not listed in order of importance or order of operation)

- Elevator/Mechanical Systems Inspection:
 - Schedule annual inspections of elevators, HVAC, and other mechanical systems.

- Building Exterior Assessment:
 - Conduct a thorough inspection of the façade, foundation, and roofing.

- Fire & Safety Equipment Certification:
 - Ensure fire extinguishers, alarms, and sprinklers are certified annually.

- Electrical System Audit:
 - Inspect electrical panels, outlets, and wiring for wear.

- Security & Safety Review:
 - Review and update security protocols, keycards, and lighting systems.

- Plumbing Inspection:
 - Check for leaks, corrosion, and ensure efficient water flow.

- Emergency Preparedness:
 - Review emergency plans and ensure all personnel are trained.

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