

Office Building Maintenance Checklist

A practical, frequency-based checklist for keeping UK office buildings safe, compliant and running smoothly — designed as a companion to our full maintenance guide.

BUILDING / SITE	COMPLETED BY	DATE	NEXT REVIEW DUE

Work through each frequency band below and tick off completed tasks. Where an item isn't applicable to your building, mark it N/A and note why in the comments section on page 2. Use this alongside a dated logbook so inspections form a clear compliance trail.

DAILY QUICK WALK-ROUND CHECKS5–10 minutes

COMMON AREAS & ACCESS

- ☐ Lobbies, corridors and washrooms are clean, dry and free of trip hazards
- ☐ Main entrances, fire exits and escape routes are unobstructed
- ☐ Door entry system and access control are functioning

BUILDING FABRIC

- ☐ No visible leaks, damp patches or ceiling staining reported overnight
- ☐ Car park and pedestrian routes are free of obvious hazards
- ☐ Any faults reported by occupants are logged for action

WEEKLY SYSTEM SPOT-CHECKS30–45 minutes

FIRE & LIFE SAFETY

- ☐ Fire alarm call point tested (rotate a different zone each week)
- ☐ Fire doors close fully and latch correctly, with no obstructions

LIGHTING

- ☐ Internal and external lighting checked once dark

EXTERIOR & GROUNDS

- ☐ Car park surface, signage and pathways inspected for damage
- ☐ Gutters and downpipes visually checked after heavy rain

PLUMBING

- ☐ Taps, toilets and visible pipework checked for leaks or slow drainage

MONTHLY DETAILED SYSTEM CHECKSHalf a day

HVAC

- ☐ Filters inspected and replaced where needed
- ☐ Thermostats and zone controls responding correctly

ELECTRICAL

- ☐ Emergency lighting and exit signs tested
- ☐ Distribution boards, sockets and switches checked for damage or heat marks

PLUMBING

- ☐ Infrequently used outlets flushed as part of the Legionella control plan
- ☐ Drains and gullies cleared of debris

LIFTS & SECURITY

- ☐ Lift emergency phone/alarm tested (where fitted)
- ☐ CCTV and alarm systems confirmed operational

HVAC & ROOF

- ☐ HVAC units deep-cleaned; ductwork checked for blockages or mould
- ☐ Roof drainage and flat-roof areas inspected, especially before autumn

ELECTRICAL

- ☐ RCDs (residual current devices) tested

PLUMBING & OTHER SYSTEMS

- ☐ All visible pipework inspected for corrosion or joint wear
- ☐ Sprinkler and fire suppression systems tested
- ☐ Generator fuel levels checked and load-tested
- ☐ Pest control inspection carried out, particularly around waste and kitchen areas

ANNUAL

STATUTORY & SPECIALIST INSPECTIONS

Licensed contractor required

- ☐ Full structural survey of roof, walls, car park and pathways
- ☐ Boiler and cooling system full service
- ☐ Electrical Installation Condition Report (EICR) — or sooner for high-footfall buildings
- ☐ Legionella risk assessment reviewed and updated
- ☐ Fire risk assessment reviewed
- ☐ Asbestos management plan reviewed (buildings constructed before 2000)
- ☐ Lift thorough examination under LOLER (or every 6 months, whichever is sooner)
- ☐ EPC / energy performance position reviewed against current MEES requirements

UK Compliance Quick Reference

REGULATION	COVERS	MINIMUM FREQUENCY
Regulatory Reform (Fire Safety) Order 2005	Fire risk assessment, fire doors, escape routes	Reviewed at least annually, or after any material change
Health & Safety at Work Act / ACoP L8	Legionella risk in water systems	Written assessment reviewed regularly; flushing as scheduled
Electricity at Work Regulations 1989	Electrical installation condition (EICR)	Every 5 years, or sooner for high-risk premises
Control of Asbestos Regulations 2012	Asbestos management plan and surveys	Ongoing monitoring; before any disturbance works
LOLER 1998	Passenger lifts and lifting equipment	Thorough examination at least every 6 months
Minimum Energy Efficiency Standards (MEES)	EPC rating for commercial premises	Buildings over 1,000 sqm: EPC B by 2031

This reference is a general guide to help structure your inspection schedule and is not a substitute for professional legal or compliance advice. Always confirm current requirements for your specific building with a qualified advisor.

Sign-Off & Notes

REVIEWED BY (NAME & ROLE)

SIGNATURE

DATE COMPLETED

DEFICIENCIES RAISED AS WORK ORDERS

NOTES / FOLLOW-UP ACTIONS

Prefer to hand this off entirely?

Our commercial maintenance team can run your full inspection schedule — HVAC, compliance checks and everything in between — so nothing slips through the cracks.

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