**Commercial Building Management – Vacation Checklist**

Building Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Inspection and Comments:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Check:** | **Comments** |  |
|  | Exterior of building |  |  |
|  | Surrounding areas – gardens etc |  |  |
|  | Entrance/foyer areas |  |  |
|  | Lifts |  |  |
|  | Signage (exterior, interior and emergency) |  |  |
|  | Fire extinguishers |  |  |
|  | Fire hoses |  |  |
|  | Floor coverings |  |  |
|  | Walls |  |  |
|  | Ceilings |  |  |
|  | All Doors (including entrance, internal and garaging) |  |  |
|  | Lighting |  |  |
|  | Ventilation |  |  |
|  | Windows |  |  |
|  | Stairwells and Corridors |  |  |
|  | Toilets |  |  |
|  | Cleaning |  |  |
|  | Car-parking – asphalted areas – any potholes? |  |  |
|  | Alterations – make good/discuss what can stay and what needs to reinstated. |  |  |
|  | Any health and safety concerns? |  |  |
|  | Anything else? |  |  |