

Facilities Management Checklist

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About CBM Facilities Group

CBM Facilities Group's mission is to support and empower organisations to achieve their goals, enable growth and fulfil their potential. Our easily engaged management services are designed to improve safety, increase efficiencies, and help scale your operation.

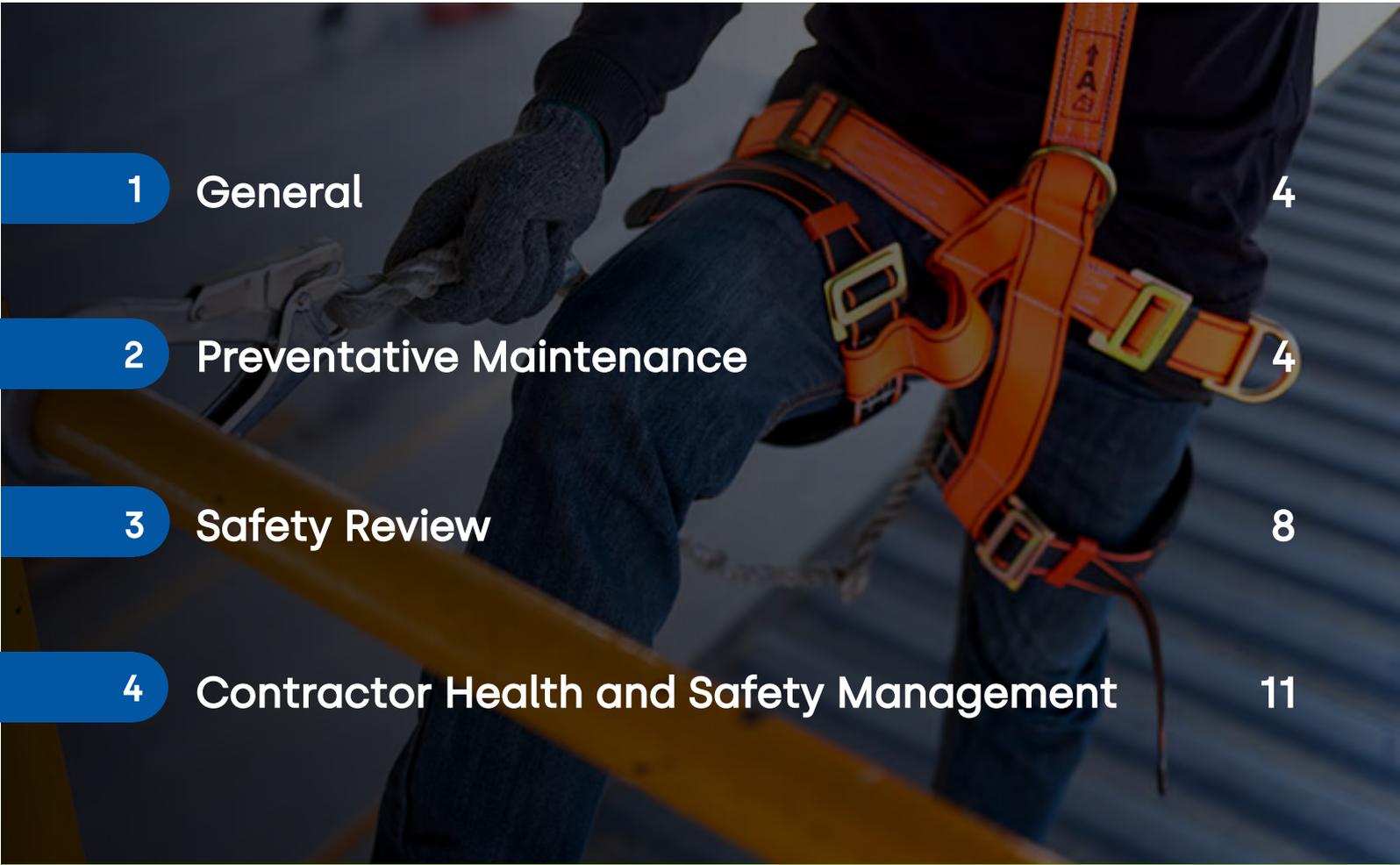
We partner with trusted and responsive trade service providers, streamlining communications to ease your stress load and leave more time to reach your business potential. Even when a project or job is finished, CBM Facilities Group will be there to help and support your business and assets.



Introduction

Facilities management and maintenance ensures business continuity, reduce downtime, and limit unnecessary costs. As businesses expand, keeping track of everything that needs to be done becomes tough.

From our experience managing thousands of sites, we've compiled this facilities management checklist that facilities managers use regularly to extend asset life cycles and reduce reactive maintenance repairs. You're welcome to use the entire list or relevant sections that apply to your specific process.



1	General	4
2	Preventative Maintenance	4
3	Safety Review	8
4	Contractor Health and Safety Management	11

1 General

	Pass	Fail	N/A
Is a register of building/office defects and maintenance tasks kept and a system for rectifying these problems in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Preventative Maintenance

	Pass	Fail	N/A
Do you have a preventative maintenance plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a Building Interior

	Pass	Fail	N/A
Are aisles, walkways, and work areas free of trip and fall hazards (i.e. torn carpets, turned up edges of doormats etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors, ceilings, and walls show no evidence of deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No visible signs of leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faucets, toilets, and showers are operational and in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm system tested and working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All doors in proper operation; exits are not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are door locks and closures in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No evidence of insect infestation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b Building Exterior	Pass	Fail	N/A
Paint and walls in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No broken windows or doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No plants growing on the building or its foundation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roofing, drains and gutters are cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gutters have adequate anchoring and tightened if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No broken glass and debris on the grounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveway and parking area in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plants and lawns in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trees in good condition; no branches are about to fall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fencing in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No accumulation of trash in storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c Lighting	Pass	Fail	N/A
Are all interior and exterior lighting properly installed and functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit lighting properly installed and functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d	Electrical	Pass	Fail	N/A
	Have you inspected and tagged all the electrical equipment in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are RCDs (residual current device) being used, tested as required & records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are extension cords, phone cords, and cables properly routed or covered to avoid trip and fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are smoke and carbon monoxide detectors, flashlights and test instruments checked regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	HVAC	Pass	Fail	N/A
	Is air intake cleaned as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all air filters changed as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are blower motors in operation and have no excessive noise or vibration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are motors and ductwork cleaned as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are guards and panels secured and not loose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all electrical hardware, connections, controls, and equipment tested and safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are compressed air lines inspected regularly? No leaks in piping, tubing, or fittings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

f	Plumbing	Pass	Fail	N/A
	Plumbing facilities including pipes inspected at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are domestic water heaters and boilers fire-tested periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Domestic water booster and circulation pump systems require bearing lubrication at least annually; no leaks on couplings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sump and sewage ejection pumps are functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g	Cleaning	Pass	Fail	N/A
	Is general cleaning regularly completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are high touchpoint areas such as phones, computers, benches, doors, and light switches frequently cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a cleaning team to help you decontaminate all areas in your facility using specific high-grade disinfectants best suited for viruses or pathogens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



3 Safety Review

a	Consulation	Pass	Fail	N/A
	Are consultation arrangements and policies in place and communicated to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Risk Management	Pass	Fail	N/A
	Has a workplace inspection been conducted to identify hazards within the past six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do current risk assessments adequately identify hazards, assess and control the risk? (If no, review the risk assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Incident and Injury Reporting	Pass	Fail	N/A
	Are all incidents, injuries, illnesses or near misses reported, recorded and investigated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Emergency Procedures	Pass	Fail	N/A
	Are procedures in place to address all relevant emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	First Aid Kit	Pass	Fail	N/A
	Is there a first aid kit and has it been audited regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

f	Inspecting and Testing	Pass	Fail	N/A
	Are portable electrical appliances inspected as per their risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are plant and equipment inspected before every use and as per the manufacturer's recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g	Office Safety	Pass	Fail	N/A
	Has a workstation Ergonomic Checklist been completed in the last 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all work areas free of clutter and appropriate storage facilities provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is all exit signage in good working order and comply with Australian Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are fire alarms, sprinklers or smoke detectors installed in appropriate areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are lighting and ventilation appropriate for the work environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are access and egress points clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h	Manual Handling	Pass	Fail	N/A
	Have hazardous manual handling tasks been addressed via a risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have hazardous manual handling tools/aides been made available to reduce the risk of injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i	Hazardous Chemicals	Pass	Fail	N/A
	Is a Register of Chemicals and hazardous materials (such as asbestos) maintained and kept available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are current Safety Data Sheets (SDS), issued within the last five years, retained for all chemicals used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have safe storage requirements for hazardous chemicals been identified and adhered to in conjunction with the SDS and the risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j	Plant and Equipment	Pass	Fail	N/A
	Have risks associated with plant, machinery and equipment in the workplace been addressed via a risk management approach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If machinery has been assessed as a risk, has the Organisation installed machinery guarding according to the hierarchy of controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are plant and equipment used and maintained according to manufacturer's guidelines, inspected and checked for any faults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the Organisation maintain a register of licenced / competent operators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k	PPE	Pass	Fail	N/A
	Is appropriate PPE provided to workers and maintained following the relevant Australian Standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 Contractor Health and Safety Management

	Pass	Fail	N/A
Have the health and safety responsibilities of both the Organisation and all contractors been determined and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When selecting contractors have you determined whether that Organisation can meet your safety expectations, have they provided documented evidence of this and have you evaluated their suitability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are controls in place for managing contractors undertaking work at the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you regularly consulting and monitoring contractors' health and safety performance and compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a preferred contractor system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors completing a job and site-specific risk assessment before they start work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors completing a high-risk work permit for high-risk works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are copies of licences, registration, insurances, inductions and other certifications verified and retained on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a quality, safety and risk management plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the software, systems and process in place to manage multiple facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

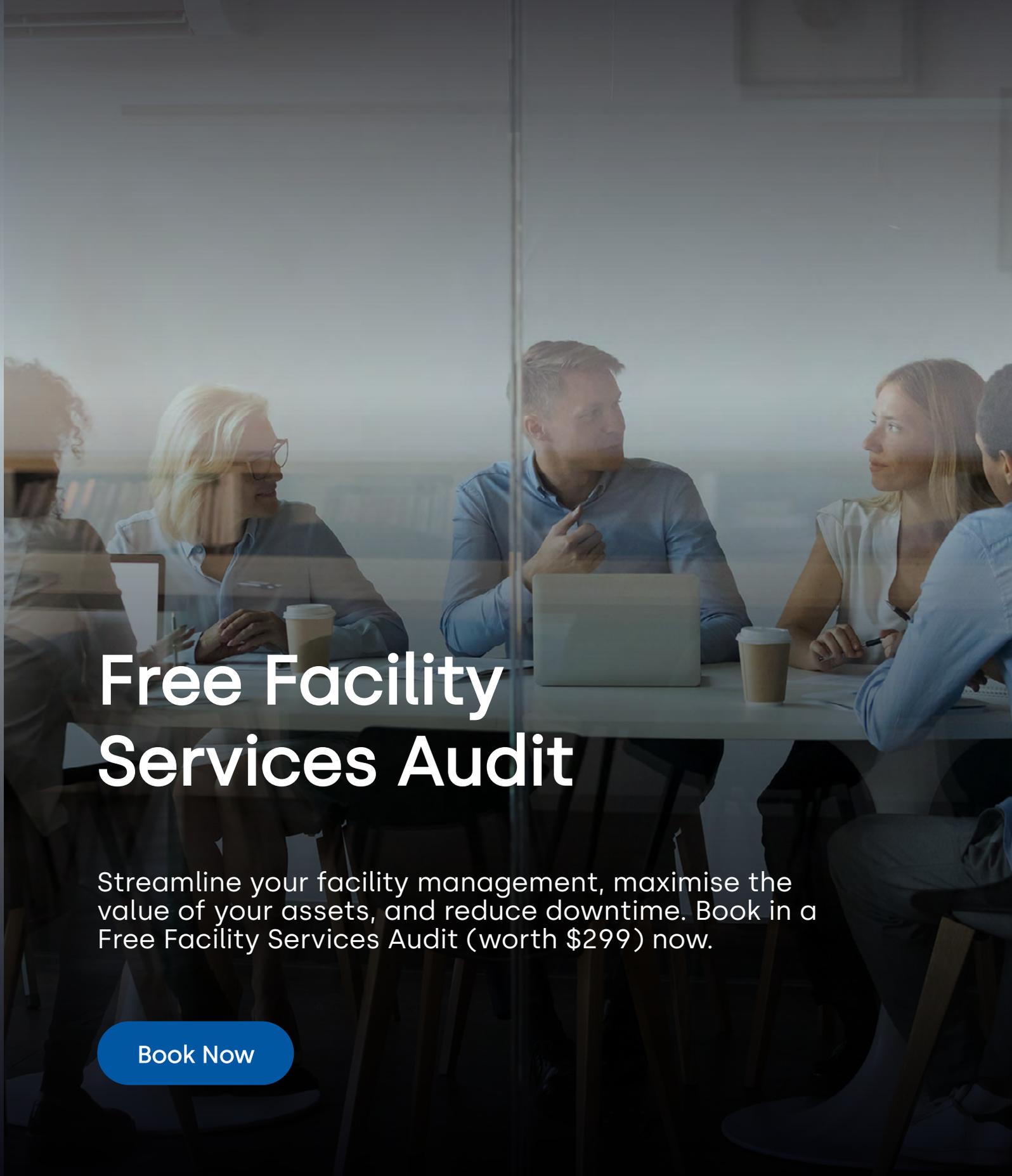
Conclusion

Keeping your facilities in top shape to meet business objectives isn't a simple project, but it boils down to ensuring there are effective processes in place. Having a facilities management checklist significantly improves your chances of success.

Engaging the right facilities management partner can make all the difference!

CBM Facilities Group will be with you from planning, coordination, and delivery, building long term relationships, winning you back time so that you can reach your business potential.





Free Facility Services Audit

Streamline your facility management, maximise the value of your assets, and reduce downtime. Book in a Free Facility Services Audit (worth \$299) now.

[Book Now](#)

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