

Commercial Building Maintenance Checklist

A room-by-room, system-by-system walkthrough for keeping office blocks, retail premises, and mixed-use commercial buildings in Kenya running safely and efficiently.

Use this checklist during routine walkthroughs or as a template for your facilities team's inspection schedule. Tick each item as it is checked, and note anything that needs follow-up action.

A Exterior & Structural

- ☐ Walls, columns and beams checked for cracks, spalling or settlement
- ☐ External paintwork and cladding inspected for peeling, fading or damage
- ☐ Foundation and perimeter drainage checked for pooling water
- ☐ Expansion joints and sealants inspected for wear
- ☐ Signage and external fittings secured and in good condition

B Roofing & Waterproofing

- ☐ Roof surface inspected for cracks, blistering or membrane damage
- ☐ Gutters, downpipes and drainage outlets cleared of debris
- ☐ Flashing around vents, skylights and parapets checked for leaks
- ☐ Waterproofing on flat roofs, balconies and terraces inspected
- ☐ Water tanks and rooftop plant rooms checked for leaks or corrosion

C Electrical Systems

- ☐ Distribution boards and circuit breakers inspected and labelled correctly
- ☐ Emergency lighting and exit signage tested

- ☐ Generator and backup power systems tested under load
- ☐ Earthing and lightning protection systems checked
- ☐ Lighting fixtures in common areas inspected for faults

D Plumbing & Water Systems

- ☐ Water pumps, booster systems and pressure tanks checked
- ☐ Visible pipework inspected for leaks or corrosion
- ☐ Sanitary fittings in shared restrooms tested for function
- ☐ Water storage tanks inspected and cleaned on schedule
- ☐ Borehole or municipal supply connections checked

E Fire & Life Safety

- ☐ Fire extinguishers checked, tagged and within service date
- ☐ Fire hose reels and hydrants tested for pressure and access
- ☐ Smoke detectors and fire alarm panel tested
- ☐ Fire exits, escape routes and assembly points kept clear and signed
- ☐ Fire doors checked for self-closing function and seals

F HVAC & Ventilation

- ☐ Air conditioning filters cleaned or replaced
- ☐ Ventilation ducts and extract fans checked for airflow
- ☐ Cooling towers and chillers serviced per manufacturer schedule

☐ Thermostats and building management controls tested

G Interior & Common Areas

☐ Lobbies, corridors and stairwells inspected for wear and cleanliness

☐ Lift/elevator systems serviced and safety certificate current

☐ Ceiling tiles, flooring and wall finishes checked for damage

☐ Directional and safety signage legible and correctly placed

H Grounds, Parking & Security

☐ Parking areas checked for surface damage and clear line markings

☐ Perimeter fencing, gates and access control systems tested

☐ CCTV cameras and security lighting checked for coverage and function

☐ Landscaping, walkways and external lighting maintained

TIP Run this checklist monthly for high-traffic commercial buildings and quarterly for lower-traffic premises. Keep a dated copy on file for each inspection to track recurring issues.

Need a professional hand?

Invesure Property Services handles inspections, repairs, renovation, painting, and construction for homes, commercial buildings, and institutions across Kenya.

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