

# GARAGE MAINTENANCE CHECKLIST



**WALKER**  
RESTORATION CONSULTANTS

		Daily	Weekly	Semi-Monthly	Monthly	Quarterly	Semi-Annually	Annually	Other
<b>1. Cleaning</b>									
	Sweeping - localized	D	M						
	Sweeping - all areas (incl. curbs)		D		M				
	Trash cans	D	M						
	Toilet - floors, fixtures	D	M						
	Toilet - walls				D	M			
	Cashier Booths - floors, windows	D	M						
	Elevator - floors	D	M						
	Elevator - walls, windows				D		M		
	Stair - floors		D		M				
	Stair - windows					D		M	
	Lobby, Office - floors	D	M						
	Lobby, Office - windows		D		M				
	Wash parking floors				D		M		
	Parking control equipment		D	M					
<b>2. Doors &amp; Hardware</b>									
	Check for proper operation								
	- Doors close and latch properly	D	M						
	- Mechanized doors	D	M						
	- Panic hardware at security doors	D	M						
	Lubricate mechanized doors				D		M		
<b>3. Electrical System</b>									
	Check light fixtures		D		M				
	Relamp fixtures								Note 1
	Special units - inspect								Note 1
	Distribution panels						D	M	
<b>4. Elevators</b>									
	Check for normal operation	D	M						
	Check for indicators and other lights	D	M						
	Preventitive maintenance service	D	M						
	(Also see Cleaning)								Note 2
<b>5. HVAC</b>									
	Check for proper operation					D	M		
	Check ventilation in enclosed or underground garages	D	M						
	Preventitive maintenance service								Note 1
<b>6. Landcaping</b>									
	Remove trash	D		M					
	Gardening - mow, trim, weed		D		M				

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<b>7. Painting</b>								
Check for rust spots								
- Doors & door frames						D	M	
- Handrails and guardrails						D	M	
- Pipe guards, exposed pipes, conduit						D	M	
- Other metal						D	M	
Check for appearance								
- Striping					D	M		
- Signs				D	M		D	
- Walls					D	M		
- Curbs				D	M			
Touch-up paint					D	M		
Repaint								Note 1
<b>8. Parking Control Equipment</b>								
Check for proper operation	D	M						
Preventitive maintenance service								Note 3
<b>9. Plumbing Systems</b>								
Check for proper operation								
- Sanitary facilities	D	M						
- Irrigation			D	M				
- Floor drains	D		M					
- Sump pumps		D		M				
- Fire protection system				D	M			
Drain water systems for winter							M	
<b>10. Roofing and Waterproofing</b>								
Check for leaks								
- Roofing				D		M		
- Joint sealant in floors				D		M		
- Expansion joints				D		M		
- Windows, doors, walls				D		M		
- Floor membrane areas						D	M	
Check for deterioration								
<b>11. Safety Checks</b>								
Carbon monoxide monitor	D	M						
Handrails & guardrails				D	M			
Exit lights			D					
Emergency lights			D					
Tripping hazards			D					

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12. Security System								
Check for proper operation								
- Closed circuit TV	D	M						
- Audio surveillance	D	M						
- Panic buttons	D	M						
- Stair door alarms	D	M						
13. Signs (Graphics)								
Check signs for:								
- In place	D	M						
- Clean				D	M			
- Visible	D	M						
- Legible				D			M	
- Illuminated	D	M						
14. Snow & Ice Control								
Check for icy spots (in season)	D/M							
Remove snow and ice (as required)								
15. Structural System								
Check for:								
- Floor surface deterioration						D	M	
- Water leakage						D	M	
- Cracking of concrete						D	M	
- Rust of structural steel						D	M	
Repair (see Consultant)								
Replace protective concrete floor coating (See Consultant)								

D = Desirable

M = Minimum

Note 1:

A frequency should be selected that is appropriate for the element in the specific parking garage. Spot repairs or replacement should be done as needed.

Note 2:

This equipment should be under a service contract for regular preventative maintenance service and emergency service. The equipment manufacturer's recommendations for inspection and preventative maintenance should be followed.

Note 3:

This equipment should either be under a service contract for regular preventive maintenance service and emergency service or in-house staff should be specially trained to provide the required service. The equipment manufacturer's recommendations for inspection and preventive maintenance should be followed.