



Tenant Common Area Maintenance Checklist

Lobby & Entrance

Covers cleanliness, aesthetics, and functionality of the main lobby and entrance areas accessible to tenants and visitors.

Lobby Floor Cleanliness Rating (1-5)

Front Desk Appearance - Professional & Tidy?

- ☐ Yes
- ☐ No
- ☐ N/A


Identify any Issues (Select All that Apply)

- ☐ Dust Accumulation
- ☐ Stains on Flooring
- ☐ Damaged Furniture
- ☐ Smells
- ☐ Lighting Issues
- ☐ None

Detailed Description of Any Issues Found

Write something...

Photo Evidence of Issues

 Upload File

Temperature (Degrees Fahrenheit)

Enter a number...

Date of Last Deep Clean

Enter date...

Planters / Decor - Adequate & Well-Maintained?

☐ Yes

☐ No

☐ N/A

Corridors & Hallways

Focuses on the upkeep of hallways and corridors, ensuring accessibility, safety, and a professional appearance.

Hallway Floor Cleanliness Rating (1-5)

Enter a number...

Hallway Obstructions

- ☐ Boxes/Storage
- ☐ Equipment
- ☐ Personal Belongings
- ☐ Debris/Trash
- ☐ None

Detailed Description of Any Damage or Repairs Needed (e.g., scuffs, scratches, cracks)

Write something...

Lighting Functionality (Corridor)

- ☐ All Lights Working
- ☐ Some Lights Out
- ☐ All Lights Out

Temperature Reading (Corridor)

Enter a number...

Last Carpet Spot Cleaning Date

Enter date...

Location of any spills or leaks

 [Set My Current Location](#)



Notes on corridor access and flow

Write something...

Stairwells

Addresses cleanliness, lighting, safety features, and general condition of stairwells.

Stairwell Lighting Check - Bulb Condition (1-5, 1=Damaged/Out, 5=Excellent)

Enter a number...

Stairwell Handrail Issues?

- ☐ Loose
- ☐ Damaged
- ☐ Missing
- ☐ None

Stair Treads - Visible Damage (Count)

Enter a number...

Describe any damage or repair needs related to stairwell treads.

Write something...

Emergency Lighting Functionality?

- ☐ Functional
- ☐ Malfunctioning
- ☐ Not Tested

Last Date of Thorough Cleaning

Enter date...

Any signs of pests?

Write something...

Location of any damaged/missing signage

 [Set My Current Location](#)



Fire Safety Signage Present and Visible?

- ☐ Yes
- ☐ No
- ☐ N/A

Elevators

Covers maintenance, cleanliness, and proper operation of all elevators.

Elevator Car Floor Leveling Accuracy (in mm)

Enter a number...

Elevator Speed (m/s)

Enter a number...

Door Operation

- ☐ Normal
- ☐ Jerky
- ☐ Slow
- ☐ Not Operating

Emergency Phone Functionality

- ☐ Working
- ☐ Not Working
- ☐ Disconnected

Notes on any unusual noises or vibrations

Write something...

Last Scheduled Maintenance Date

Enter date...

Emergency Lighting Functionality (within elevator)

- ☐ Working
- ☐ Not Working
- ☐ Needs Testing

Door Opening/Closing Time (seconds)

Enter a number...

Upload any photos/videos of issues

 Upload File

Restrooms

Focuses on cleanliness, supply replenishment, functionality of fixtures, and overall hygiene of tenant restrooms.

Toilet Paper Supply (Rolls Remaining)

Enter a number...

Hand Soap Dispenser Level (Scale: 0-10)

Enter a number...

Paper Towel Dispenser Level (Scale: 0-10)

Enter a number...

Mirror Condition (Cleanliness & Damage)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Needs Cleaning
- ☐ Poor - Needs Repair

Toilet Flush Functionality

- ☐ Working Properly
- ☐ Running Constantly
- ☐ Not Flushing
- ☐ Weak Flush

Faucet Functionality

- ☐ Working Properly
- ☐ Leaking
- ☐ Low Water Pressure
- ☐ Not Working

Any Additional Notes/Issues Observed

Write something...

Shared Breakrooms/Kitchenettes

Addresses cleanliness, appliance functionality, supply replenishment, and overall condition of shared break areas.

Refrigerator Temperature (Fahrenheit)

Enter a number...

Microwave Cleanliness Score (1-5, 5=Excellent)

Enter a number...

Coffee Machine Status

- ☐ Operational
- ☐ Needs Cleaning
- ☐ Needs Repair
- ☐ Out of Service

Supplies Needed

- ☐ Coffee Filters
- ☐ Cups
- ☐ Sugar/Sweeteners
- ☐ Creamer
- ☐ Paper Towels
- ☐ Dish Soap
- ☐ Trash Bags

Notes/Comments

Write something...

Last Deep Clean Date

Enter date...

Exterior Common Areas (Landscaping, Walkways, Patios)

Covers landscaping upkeep, cleanliness of walkways, patio areas, and any exterior spaces accessible to tenants.

Grass Cutting Height (inches)

Enter a number...

Landscaping Issues Observed?

- ☐ Overgrown/Unkempt
- ☐ Dead Plants/Grass
- ☐ Weeds Present
- ☐ Pest Infestation
- ☐ Irrigation Issues
- ☐ None Observed

Description of Landscaping Issues (if any)

Write something...

Walkway/Patio Crack Depth (inches)

Enter a number...

Walkway/Patio Surface Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Photos of Exterior Common Areas

 Upload File

Description of Walkway/Patio Repairs Needed

Write something...

Last Fertilization/Pest Control Date

Enter date...

Loading Dock/Service Areas (if applicable)

Addresses cleanliness, functionality of equipment, and safety conditions in loading docks and service areas.

Dock Leveler Height (inches)

Enter a number...

Temperature of Loading Dock (degrees F)

Enter a number...

Condition of Dock Doors (Operational/Malfunctioning)

- ☐ Operational
- ☐ Malfunctioning

Hazmat Spill Kits Present?

- ☐ Yes
- ☐ No

Lighting Condition (Adequate/Insufficient)

- ☐ Adequate
- ☐ Insufficient

Notes on Loading Dock Condition

Write something...

Last Spill Kit Inspection Date

Enter date...

Security & Safety Systems (Common Areas)

Covers operation and maintenance of security cameras, access control systems, fire safety equipment, and emergency lighting in common areas.

Security Camera Functionality - Lobby Camera 1

Enter a number...

Security Camera Functionality - Corridor Camera 1

Enter a number...

Fire Alarm System Test Result

- ☐ Passed
- ☐ Failed - Requires Attention
- ☐ Not Tested - Scheduled

Emergency Lighting Test Result

- ☐ Passed
- ☐ Failed - Requires Attention
- ☐ Not Tested - Scheduled

Date of Last Fire Extinguisher Inspection

Enter date...

Notes on Access Control System Functionality (e.g., key card reader issues)

Write something...

Potential Security Concerns Observed (check all that apply)

- ☐ Broken Door Lock
- ☐ Vandalism
- ☐ Suspicious Activity
- ☐ Unsecured Window
- ☐ Other - Please Specify in Long Text

Time of Security System Check

Description of any discovered deficiencies

Write something...

Lighting (Common Areas)

Focuses on ensuring adequate lighting throughout common areas, identifying and replacing burned-out bulbs, and addressing any lighting issues.

Number of Burned-Out Bulbs Identified

Type of Lighting Issues Observed (check all that apply)

- ☐ Flickering
- ☐ Dim Lighting
- ☐ Complete Failure
- ☐ Buzzing Noise
- ☐ Discolored Light

Specific Locations with Lighting Issues (e.g., Lobby North Wall, Corridor 2)

Date Bulbs Were Last Changed (if known)

Lighting System Type (if known)

- ☐ LED
- ☐ Fluorescent
- ☐ Incandescent
- ☐ Unknown

Detailed Description of Lighting Issues (if any)

Write something...

Wattage of replaced bulbs (if applicable)

Enter a number...