PETPOOJA

CHECKLIST

Corporate Office Facility Management Tasks Checklist for India

Opening and security, housekeeping, electrical and power backup, HVAC and lifts, fire and life safety, pantry and amenities, preventive maintenance, and statutory compliance for corporate offices, IT parks, and coworking spaces. Every task is labelled by frequency and mapped to Indian regulations.

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75+
Checklist Items
Open to lock-up

8+1
Sections + Quick Ref
Daily summary + 8 sections

Fire NOC
Safety Built In
Plus lifts, DG, electrical

3
Workplace Types
Offices, IT parks, coworking

All
India Rules Mapped
Fire, lifts, CPCB, PF/ESI, POSH

01 Daily Quick Reference

Print this one page and pin it in the facility office. Tick off each task every day.

When	Task	Who
Before open	Security handover reviewed, night register and CCTV checked	Security / FM
Before open	DG set, UPS, and main power confirmed; lights and HVAC switched on	FM technician
Opening	Reception, access control, and visitor management system ready	Front office
Opening	Washrooms cleaned and stocked, drinking water checked, pantry ready	Housekeeping
Morning	Workstations, meeting rooms, and common areas cleaned	Housekeeping
Morning	HVAC temperature and airflow checked, filters clear	FM technician
Morning	Facility round walked: floors, plant rooms, terrace, and parking	FM
All day	Fire exits clear and unlocked, extinguishers accessible	FM / security
All day	Visitors logged and badged, no tailgating into secure areas	Security
All day	Meeting rooms cleaned and reset between bookings, AV working	Housekeeping / FM
All day	Helpdesk complaints logged and attended within SLA	FM helpdesk
Midday	Washrooms and pantry re-checked and cleaned, bins cleared	Housekeeping
Midday	Waste segregated at source: wet, dry, and sanitary streams	Housekeeping
Afternoon	Lifts running smoothly, emergency phone and alarm working	FM technician
Evening	DG set fuel and readings logged, power backup ready for the night	FM technician
Evening	Access cards and keys reconciled, contractor exits confirmed	Security
Lock-up	Lights, ACs, and equipment switched off, pantry appliances safe	FM / security
Lock-up	Water pumps and non-essential loads switched off	FM technician
Lock-up	Doors, gates, and server/UPS rooms locked, alarm armed	Security
Lock-up	Day's helpdesk, energy, and incident logs closed and filed	FM

How to Use This Checklist

This checklist covers daily, weekly, and periodic facility tasks for a corporate office, from morning readiness to lock-up. Each item is labelled by frequency. This quick reference lists only the critical daily tasks. Detailed steps and legal references are in Sections 01-08 that follow. Adapt items to your premises: cafeteria, DG set, lifts, and STP items apply only where you have them.

02 Opening, Security and Access Control

The building opens safe, staffed, and under watch

PSARA	Every visitor	24x7
Licensed Security	Logged and Badged	CCTV Recording
Agency licensed under PSARA 2005	*No tailgating to secure areas*	*Retained per policy*

Security and Handover

- ✓ **Shift handover taken with the night register and incident log reviewed** — Daily
  The incoming shift reads the handover: overnight entries, any incident, pending issues, and keys accounted for. Nothing from the night shift is lost at 9 AM.

- ✓ **Security provided by a PSARA-licensed agency with verified, trained guards** — Compliance
  The security agency holds a valid licence under the Private Security Agencies (Regulation) Act 2005, and guards are police-verified and trained. Verify the agency's licence and guard records, the liability sits with the principal employer too.
  PSARA 2005

- ✓ **CCTV recording across entries, lobbies, and common areas, retained per policy**
  Cameras cover entry/exit, reception, lifts, corridors, parking, and server rooms, and are confirmed recording (not just powered). Footage is retained for the period your policy or client contract requires.

- ✓ **Perimeter, gates, and parking checked and orderly**
  Gates, boom barriers, and parking are checked at opening. Emergency access lanes are kept clear and no vehicle blocks a fire exit or the assembly point.

- ✓ **Keys, access cards, and asset movement tracked in a register**
  Keys and access cards are issued and returned against a register, and any equipment or asset leaving the premises has a gate pass. Loose key control is how unauthorised access happens.

Access and Reception

- ✓ **Access control and visitor management system live at opening** — Opening
  Access cards/biometrics work, the visitor management system is online, and reception is staffed before the first employees and guests arrive. Access to server, UPS, and DG rooms is restricted to authorised staff.

- ✓ **Every visitor logged, badged, and escorted where required**
  Visitors sign in with name, host, and purpose, carry a badge, and do not tailgate into secure areas. Contractors and delivery staff are logged and supervised the same way.

- ✓ **Emergency contacts and safety signage displayed and current**
  Fire, ambulance, police, and facility emergency numbers, the evacuation plan, and assembly-point signage are displayed at reception and on every floor, and kept up to date.

03 Housekeeping, Washrooms and Waste

A clean, hygienic workplace is the baseline, all day, not just at open

3x	Segregated	Tested
Washroom Cleaning	Waste at Source	Drinking Water
Opening, midday, evening (or more)	*Wet, dry, sanitary, special-care*	*RO/dispensers cleaned and checked*

Cleaning and Hygiene

✓ **Workstations, meeting rooms, and common areas cleaned before the day starts** — Daily

Desks, meeting rooms, reception, and floors are cleaned and set up before employees arrive, and high-touch surfaces (door handles, lift buttons, switches) are wiped through the day.

✓ **Washrooms cleaned and stocked at opening, midday, and evening** — 3x daily

Washrooms are cleaned on a schedule (at least three times a day), stocked with soap, tissue, and running water, and a visible cleaning log is signed. Clean washrooms are the fastest thing employees judge a facility on.

✓ **Drinking water points and RO/dispensers cleaned and water checked** — Daily / periodic test

Water dispensers and RO units are cleaned on schedule and the water is tested periodically. Keep the cleaning and test records.

✓ **Pest control carried out on schedule with a maintained register** — Monthly

A licensed pest-control contract covers pantry, cafeteria, stores, and waste areas. The register records dates, areas treated, chemicals, and the vendor's licence.

✓ **Facade glass, external areas, and parking cleaned on schedule**

External glass, entrance, walkways, and parking are cleaned on a schedule, and facade or high-level cleaning is done with proper access equipment and safety harnesses.

Waste Management

✓ **Waste segregated at source: wet, dry, sanitary, and special-care streams** — Daily

Colour-coded bins separate wet, dry, sanitary, and special-care waste (bulbs, batteries, medicines). Segregation at the desk and pantry is the only way it works, once mixed, it cannot be un-mixed. Large offices are bulk waste generators with added duties.

Solid Waste Management Rules 2026

✓ **E-waste and used batteries handed to registered recyclers with records**

Old IT equipment and electronics go to a registered e-waste recycler against a manifest, and used batteries to a registered collection point, not to the general waste stream. Keep the handover records.

E-Waste Rules 2022; Battery Waste Management Rules 2022

✓ **Wet/food waste and dry waste handed to the authorised municipal or contracted collector**

Waste is handed over daily to the authorised collector, storage areas are kept clean and covered, and nothing is allowed to pile up and attract pests.

04 Electrical, DG Set and Power Backup

Power that fails at the wrong moment takes the whole office down

Daily	CPCB	Periodic
DG & UPS Check	DG Emission Norms	Electrical Inspection
Ready before the workday	*Acoustic enclosure + stack*	*Earthing tested, CEA norms*

- ✓ **Main panel and distribution boards checked; no overload, loose, or hot connections** — Daily
  Electrical panels and DBs are visually checked for heating, tripped breakers, and loose terminals. Thermography and tightening are done on schedule. Electrical faults are a leading cause of office fires.

- ✓ **DG set test-run, fuel level, and battery checked; ready for a power cut** — Daily
  The diesel generator is test-run, fuel and coolant topped up, the battery holds charge, and the auto-changeover works so critical loads never drop. The DG log records run hours and fuel.

- ✓ **DG set meets CPCB emission and noise norms with an acoustic enclosure** — Compliance
  The generator has an acoustic enclosure and the prescribed stack height, and meets Central Pollution Control Board emission and noise standards. Larger sets need Consent to Operate from the State Pollution Control Board.
  CPCB norms; SPCB consent where applicable

- ✓ **UPS and inverters healthy; server room and critical loads protected**
  UPS battery health and backup time are checked, and the server room, security systems, and emergency lighting are on protected power with tested changeover.

- ✓ **Earthing tested and electrical inspection kept current**
  Earth-pit resistance is tested periodically and the installation is inspected as required by the Central Electricity Authority safety regulations and the state Electrical Inspector. Keep the test and inspection records.
  CEA (Safety) Regulations 2010

- ✓ **Emergency and common-area lighting working; energy readings logged** — Daily
  Emergency lights, staircase and parking lighting, and signage lighting work. Daily meter readings feed energy tracking and catch abnormal consumption early.

- ✓ **Diesel stock reconciled and DG run-hours checked against fuel**
  Diesel stock is measured and reconciled against DG run-hours and consumption. A gap between fuel drawn and hours run flags pilferage or a fault before it shows up on the bill.

05 HVAC, Lifts and Water Systems

The systems employees only notice when they stop working

Licensed	AMC	Cleaned
Lifts Registered	On Critical Systems	Water Tanks
State Lifts Act, where applicable	*Lifts, HVAC, DG, fire*	*Periodic cleaning + test*

HVAC and Lifts

- ✓ **HVAC running at the right temperature with clean filters and drains** — Daily / scheduled
  Air handling units and split/VRV systems are checked for temperature, airflow, and clean filters, and condensate drains are clear. Dirty filters raise energy bills and worsen indoor air quality.
- ✓ **Lifts running smoothly with emergency phone, alarm, and light working** — Daily
  Each lift is checked for smooth operation, and the emergency phone/intercom, alarm bell, and cabin light are tested. A trapped passenger must be able to call for help and be reached quickly.
- ✓ **Lift licence/registration and periodic inspection current (where the state requires)** — Renewal
  Many states regulate lifts under a Lifts and Escalators Act requiring registration/licence and periodic inspection by the state Electrical Inspectorate or Lift Inspector. A valid AMC with the lift OEM/vendor is in place. Requirements vary by state, so confirm your state's rule.
  State Lifts & Escalators Act (state-specific)
- ✓ **Common-area ventilation, exhaust, and fresh-air systems working**
  Staircase pressurisation, basement and toilet exhausts, and fresh-air intake are checked so common areas stay ventilated and smoke-management systems are ready in an emergency.

Water and Plumbing

- ✓ **Overhead and underground water tanks cleaned periodically and water tested** — Periodic
  Tanks are cleaned and disinfected on a schedule and the water is tested for potability. Contaminated stored water is a health risk to the whole office.
- ✓ **Plumbing, pumps, and drainage checked; no leaks or blockages**
  Pumps, taps, flush systems, and drains are checked for leaks and blockages. A small leak left alone becomes seepage, damage, and a slip hazard.
- ✓ **STP / water treatment (where present) running and compliant**
  If the premises has a sewage treatment plant or water recycling, it is run and maintained per norms and any pollution-control consent, with logs kept.

06 Fire and Life Safety

The one area where a missed check is never worth the time saved

Valid	NBC 2016	Practised
Fire NOC	Fire & Life Safety	Evacuation Drills
From the state fire department	*National Building Code, Part 4*	*Not just documented*

✓ **Fire exits, staircases, and corridors clear and unlocked at all times** — Daily

Exits are never blocked by furniture, boxes, or parked vehicles, and fire staircases are unlocked whenever the office is occupied. This is checked every single day.

✓ **Fire extinguishers, hydrants, and hose reels serviced and accessible** — Monthly

Extinguishers show a valid service tag and full pressure gauge, are the right type for the area (electrical, pantry, general), and are mounted where staff can reach them. Hydrants and hose reels are pressurised and clear.

✓ **Fire alarm, smoke detectors, and sprinklers tested and functional** — Scheduled

The fire alarm panel, detectors, and sprinkler system are tested on schedule and any fault is fixed at once. A silent alarm in a real fire is the worst-case failure.

✓ **Valid fire NOC and building safety certificate on record** — Renewal

The fire safety NOC from the state fire department and the building/structural stability certificate are current and renewed on time. An expired NOC can void insurance and invite sealing.

State fire rules; National Building Code 2016

✓ **Evacuation and fire mock drills conducted and recorded** — Periodic

Staff practise the alarm response, evacuation routes, and assembly point, including help for anyone who needs assistance. The drill is logged with date, evacuation time, and lessons learned.

✓ **First-aid kits stocked and trained first-aiders identified on each floor**

First-aid boxes are stocked and in date, an AED is available and tested where provided, and named, trained first-aiders are known on each floor.

✓ **Floor wardens / fire marshals named, briefed, and rostered per floor**

Each floor has named fire wardens who know the evacuation plan, help clear their floor, and account for people at the assembly point. They are briefed and refreshed, not just listed on a sheet.

07 Pantry, Cafeteria and Workplace Amenities

The spaces that make an office livable, kept clean and working

FSSAI
Cafeteria Licence
If food is prepared/served

Daily
Pantry Hygiene
Appliances and surfaces clean

Ready
Meeting Rooms
AV, seating, cleanliness

Pantry and Cafeteria

✓ **Cafeteria/canteen runs under a valid FSSAI licence with food hygiene maintained** — Renewal

If the office runs or contracts a cafeteria that prepares or serves food, it needs FSSAI registration or a licence, and food handlers follow hygiene and safe food storage. The certificate is displayed.

Food Safety and Standards Act 2006

✓ **Pantry appliances, surfaces, and crockery clean and safe**

Microwaves, refrigerators, coffee machines, and water heaters are cleaned and working, surfaces are wiped, and gas or electrical appliances are checked for safety. Fridges are cleared of expired items.

✓ **Pantry consumables stocked and waste cleared promptly**

Tea, coffee, water, and supplies are stocked to par, and pantry waste is segregated and cleared through the day so nothing rots or attracts pests.

Workspace Amenities

✓ **Meeting rooms ready: clean, AV working, seating set**

Meeting and conference rooms are cleaned, the AV/video-conferencing works, seating is set, and any booked room is prepared before the meeting. A failed AV setup wastes everyone's time.

✓ **Signage, wayfinding, and common-area furniture in good order**

Directional signage, floor plans, and common-area furniture are clean, intact, and correctly placed. Damaged chairs or loose fittings are repaired, not left.

✓ **Indoor plants, air quality, and comfort maintained**

Indoor plants are maintained, and ventilation and comfort (temperature, odour, lighting) are kept at a level that supports a productive workplace.

08 Preventive Maintenance and Vendor Management

Fix it on a schedule, not after it breaks in front of everyone

PPM	Current	SLA
Planned Maintenance	AMC Contracts	Helpdesk Tickets
Calendar for every system	*Lifts, HVAC, DG, fire, pest*	*Logged and closed on time*

- ✓ **Planned Preventive Maintenance (PPM) calendar followed for every system** — Scheduled
  HVAC, DG set, lifts, electrical, plumbing, fire systems, and UPS each have a maintenance schedule that is followed and signed off, not deferred until something fails.
- ✓ **AMC contracts current for lifts, HVAC, DG, fire systems, and pest control**
  Annual maintenance contracts for critical systems are active, renewed before expiry, and the vendor's service visits and reports are on file. A lapsed AMC on the day the lift fails is an avoidable problem.
- ✓ **Vendor service reports and visit logs verified and filed**
  Every vendor visit (lift, HVAC, DG, fire, pest, housekeeping) leaves a signed service report. Reports are checked against the contract scope, not just filed.
- ✓ **Helpdesk complaints logged, assigned, and closed within SLA**
  A single helpdesk or app captures every facility complaint with a ticket, owner, and deadline. Response and resolution times are tracked, and recurring issues are fixed at the root.
- ✓ **Meter readings and consumption (power, water, fuel) recorded and reviewed** — Daily
  Daily or periodic meter readings for electricity, water, and diesel are logged and reviewed. A sudden jump flags a leak, a fault, or pilferage before the bill does.
- ✓ **Critical spares and consumables stocked to par**
  Fuses, filters, lamps, cleaning supplies, and pantry consumables are stocked to a defined par level so a routine replacement never waits on procurement.
- ✓ **Daily facility round walked and logged: floors, systems, and common areas** — Daily
  A facility manager or technician walks the premises daily, floors, washrooms, plant rooms, terrace, and parking, and logs what needs attention. A round on foot catches what no sensor reports.

09 Statutory Compliance and FM Staff

The licences, records, and people rules that keep the office legal

20+ / 10+	Contract	Valid
PF / ESI Thresholds	Labour Verified	Licences Current
PF: 20+ ; ESI: 10+ employees	*Housekeeping, security, cafeteria*	*Fire, lift, DG, trade, S&E*

✓ **Statutory licences and certificates current: fire NOC, lift, DG, electrical, building** — Renewal

The fire NOC, lift licence, DG-set pollution consent, electrical inspection, building/structural stability and occupancy certificate, trade licence, and Shops and Establishments registration are valid and renewal dates tracked so nothing lapses.

✓ **Property, fire, and public-liability insurance current and adequate**

Building, fire, and public-liability (and equipment) insurance policies are active and cover the premises and footfall adequately. An expired policy discovered after an incident is a costly gap.

✓ **PF for 20+ employees and ESI for 10+ deposited on time** — Monthly

PF applies at 20 or more employees; ESI at 10 or more (20 in a few states) for employees earning up to Rs 21,000/month. Both are deposited by the 15th of the following month, with liability on the person in charge.

EPF & ESI, now under the Code on Social Security 2020

✓ **POSH Internal Committee constituted and awareness done (10+ employees)** — Compliance

Offices with 10 or more employees have a Prevention of Sexual Harassment policy, an Internal Committee, and staff awareness. The annual report goes to the District Officer. Smaller workplaces route complaints to the Local Committee.

POSH Act 2013

✓ **Contract labour compliance verified for housekeeping, security, and cafeteria** — Monthly

Housekeeping, security, cafeteria, and maintenance staff are usually contract labour. Verify the contractor's licence, wage payments, PF/ESI, and worker records, the principal employer carries liability. The applicability threshold is now 50 contract workers under the OSH Code (state rules pending).

Contract Labour Act 1970 (now under the OSH Code 2020)

✓ **Minimum wages, working hours, and welfare met for all FM staff**

All staff, including outsourced, are paid at least the applicable state minimum wage, working hours and weekly rest follow the law, and welfare basics (drinking water, toilets, rest area) are provided. India's Labour Codes came into force in November 2025 (with rules still being finalised), so track current requirements.

Code on Wages 2019 (wages); OSH Code 2020 (hours & welfare)

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