



# CAMCODE<sup>®</sup>

## Facility Management Checklist

Effective facility management is crucial for maintaining operational efficiency, ensuring safety, and optimizing costs. This checklist provides key areas to focus on, including asset management, preventive maintenance, safety compliance, and energy management.

### Asset Management

- Implement asset tracking using durable labels.
- Ensure asset tags and labels meet any applicable regulatory requirements.
- Regularly inspect and audit assets.
- Utilize a CMMS (Computerized Maintenance Management System) for asset integration.

### Preventive Maintenance

- Schedule routine maintenance for all facility equipment.
- Track service history and performance metrics.
- Analyze equipment data to determine when to repair or replace assets.

### Safety and Compliance

- Ensure safety signage and emergency equipment are in place.
- Ensure all team members have comprehensive, up-to-date training on safety procedures.
- Regularly check for compliance with industry standards and regulations.

## Security

- Install security cameras, alarms, and access control systems.
- Keep your security software and hardware up to date.
- Review access to sensitive areas and revoke access for anyone who no longer needs it.

## Space Optimization

- Assess current space utilization and plan for efficiency improvements.
- Consider vertical space planning to maximize your square footage.
- Implement effective signage and labeling for easy navigation.

## Energy Management

- Track energy usage and set targets for reduction.
- Monitor HVAC and lighting systems for efficiency.

## Vendor and Contract Management

- Maintain relationships with reliable service vendors.
- Regularly review contracts to ensure cost-effectiveness.

## Cleaning and Maintenance

- Schedule routine cleaning and pest control.
- Ensure maintenance schedules are followed to maintain facility conditions.

## Technology Integration

- Leverage technology for facility management, such as IoT devices for real-time monitoring.
- Integrate facility management software for efficiency.
- Ensure your software is up to date. Implement patches promptly.
- Assess your subscriptions and cancel any software or services that aren't being used.