

Here is a checklist for a shopping centre facilities manager to use on a daily, weekly, and monthly basis:

Daily Checklist:

- Check walls, floors, pedestals, and seats for any damage.
- Ensure that sinks, mirrors, light fittings, entry doors, dispensers, amenity dispensers, and change tables are safe and functioning correctly.
- Check for slip/trip hazards.
- Ensure that audio/video equipment is functioning correctly.
- Ensure that electric hand dryers are functioning, and cords are safe.
- Ensure that sharps containers are functional and safe.
- Ensure that requisites are fully stocked.
- Ensure that the extraction system is functioning.
- Ensure that deodorizers are in place and functioning.
- Ensure that restrooms are visibly clean, and bins are emptied.

Weekly Checklist:

- Check the condition of the roof.
- Check parking lots and garages.
- Check windows and doors.
- Perform seasonal preparations.
- Check electricity, plumbing, and HVAC systems.
- Check equipment.
- Check total energy usage.
- Check elevators.
- Check security systems.
- Check fire equipment.
- Check ADA accessibility.
- Check safety.

Monthly Checklist:

- Check the condition of the building's exterior.
- Check the condition of the building's interior.
- Check the condition of the building's landscaping.
- Check the condition of the building's parking lot.
- Check the condition of the building's signage.
- Check the condition of the building's lighting.

I trust that this is an adequate guide! Let me know if believe that we should add to it at boss@usefulmall.com