

PARKING GARAGE MAINTENANCE MANUAL

GUIDE FOR REPAIR AND MAINTENANCE OF PARKING GARAGES

NATIONAL PARKING ASSOCIATION - PARKING CONSULTANTS COUNCIL

PARKING GARAGE MAINTENANCE						
	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Other (see notes)
STRUCTURAL MAINTENANCE						
A. STRUCTURAL SYSTEM						
<ul style="list-style-type: none"> ▪ Check for: <ul style="list-style-type: none"> • Floor surface deterioration • Water leakage • Cracking of concrete • Rusting of steel 				• • • •		1
<ul style="list-style-type: none"> ▪ Repair 	As per engineer's recommendations					
<ul style="list-style-type: none"> ▪ Replace protective concrete floor coating 	As per engineer's recommendations					
B. ROOFING AND WATERPROOFING						
<ul style="list-style-type: none"> ▪ Check for leaks <ul style="list-style-type: none"> • Roofing • Joint sealant in floors • Expansion joints • Windows, doors and walls • Floor membrane areas 			• • • • •			
<ul style="list-style-type: none"> ▪ Check for wear and deterioration 			•			
OPERATIONAL MAINTENANCE						
A. CLEANING						
<ul style="list-style-type: none"> ▪ Sweeping – localized 	•					
<ul style="list-style-type: none"> ▪ Sweeping – all areas (including curbs) 		•				
<ul style="list-style-type: none"> ▪ Expansion joints 		•				
<ul style="list-style-type: none"> ▪ Empty trash cans 	•					
<ul style="list-style-type: none"> ▪ Toilets <ul style="list-style-type: none"> • Floors, fixtures • Walls 	•		•			
<ul style="list-style-type: none"> ▪ Cashier booths <ul style="list-style-type: none"> • Floors, fixtures • Walls 	•		•			

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A. CLEANING (continued)						
▪ Elevators						
• Floors, doors, tracks	•					
• Windows, glass backs						
▪ Stairs						
• Floors, handrails	•					
• Windows			•			
▪ Lobby, office						
• Floors	•					
• Windows		•				
▪ Wash down parking floors			•			2
▪ Parking control equipment		•				
B. DOORS AND HARDWARE						
▪ Doors close and latch properly	•					
▪ Mechanized doors	•					
▪ Panic hardware at security doors	•					
▪ Lubricate mechanized doors			•			
C. ELECTRICAL SYSTEM						
▪ Check light fixtures and exposed conduit		•				
▪ Re-lamp fixtures		•				
▪ Special units - inspect						3
▪ Distribution panels					•	
D. ELEVATORS						
▪ Check for normal operation	•					
▪ Check indicators and other lights	•					
▪ Preventive maintenance service					•	4

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E. HEATING, VENTILATION & AIR CONDITIONING (HVAC)						
▪ Check for proper operation		•				
▪ Check ventilation in enclosed or underground garage	•					
▪ Preventive maintenance service				•		3
G. PARKING CONTROL EQUIPMENT						
▪ Check for proper operation	•					
▪ Preventive maintenance						5
G. PLUMBING/DRAINAGE SYSTEMS						
▪ Check for proper operation						
• Sanitary facilities	•					
• Irrigation		•				
• Floor drains		•				
• Sump pump		•				
• Fire protection system			•			
▪ Drain water systems for winter					•	
▪ Check for icy spots	•					
▪ Remove snow and ice	•					
H. SAFETY CHECKS						
▪ Carbon monoxide monitor	•					
▪ Handrails and guardrails		•				
▪ Exit lights	•					
▪ Emergency lights	•					
▪ Tripping hazards	•					

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I. SECURITY SYSTEM						
<ul style="list-style-type: none"> ▪ Check for proper operation <ul style="list-style-type: none"> • Closed circuit TV • Audio surveillance • Panic buttons • Stair door locks and alarms 	• • • •					
J. SIGNS (GRAPHICS)						
<ul style="list-style-type: none"> ▪ Check signs for: <ul style="list-style-type: none"> • In place • Clean • Legible • Illuminated 	•	•		• •		
AESTHETIC MAINTENANCE						
LANDSCAPING						
<ul style="list-style-type: none"> ▪ Remove trash ▪ Gardening – mow, trim, weed 	•	•				
B. PAINTING						
<ul style="list-style-type: none"> ▪ Check for rust spots <ul style="list-style-type: none"> • Doors and door frames • Handrails and guardrails • Pipe guards • Exposed pipes • Conduits • Other metal 				• • • • •		
<ul style="list-style-type: none"> ▪ Check for appearance <ul style="list-style-type: none"> • Striping • Signs • Walls • Curbs • Touch-up paint 			• • • •	•		
<ul style="list-style-type: none"> ▪ Re-paint 						3

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NOTES FOR MAINTENANCE CHECK LIST

1. It is important that this inspection be performed in the spring so that any resulting maintenance or repairs can be performed in the summer months.
2. Wash downs should occur monthly in northern and coastal regions, where salts can accumulate on the structure. In other areas, wash downs should be performed quarterly, or, as a minimum, in the Spring and Fall.
3. A frequency should be selected that is appropriate for the element in the parking garage. Spot repairs or replacements should be performed as needed.
4. This equipment should be under a service contract for regular preventive maintenance and emergency service. The equipment manufacturer's recommendations for inspection and preventive maintenance should be followed.
5. 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 adhered to, to maintain warranty and maximize service life of equipment.