

Annual Checklist for Facility Maintenance

Inspector Information

Company Details:

Name:

Contact info:

Inspection date and time:

Facility Exterior

Question	Response		Comments
Is the building address or identification clearly visible?	Yes	No	
Are exterior lights in working order?	Yes	No	
Are the exits onto public streets free from visibility obstructions?	Yes	No	
Are all building sides accessible to emergency equipment?	Yes	No	
Does the building appear to be in good repair?	Yes	No	
Are exterior walls free from cracks or other damages?	Yes	No	
Are windows free from cracks or broken panes?	Yes	No	
Are paved surfaces inspected and repaired (i.e., lifts, cracks, etc.)?	Yes	No	
Are stairs, landings and handrails in good repair and fastened securely? (inspect the bottom of each step)	Yes	No	
Are facilities periodically inspected and documented?	Yes	No	
Are all sewer clean out caps in place?	Yes	No	
Are all irrigation covers in place?	Yes	No	
Do entrance doors close slowly to avoid hazards to fingers?	Yes	No	

Visual Roof Inspection

Question	Response		Comments
Is debris present on the roof?	Yes	No	
Is the drainage system clear (no evidence of standing water)?	Yes	No	
Is there any physical damage to the roof?	Yes	No	
Is there any signs of structural deformation?	Yes	No	

Plumbing

Question	Response		Comments
Are there signs of leaks in any exposed pipes, or in areas where pipes run through the walls or foundation?	Yes	No	
Are there signs of corrosion on the pipe fittings or the pipes themselves?	Yes	No	
Are there any green stains around brass and copper fittings or on shutoff valves?	Yes	No	
Is water pressure optimal?	Yes	No	
Is the speed of water drainage normal with a full swirling drain?	Yes	No	
Are all toilets operating properly?	Yes	No	
Are rust flakes present inside the burner chamber of the water heater?	Yes	No	
Is the flame of the water heater burning an even blue color with no yellow?	Yes	No	
Has the water heater been drained and all sediments been removed?	Yes	No	
Are there any cracked or loose tiles?	Yes	No	
Is the caulking in good standing order?	Yes	No	
Is there any evidence of mildew?	Yes	No	
Are all toilets secure without any cracks or sway in the baseplate?	Yes	No	
Are all plumbing fixtures free of leaks and easy to turn on and off?	Yes	No	

Electrical Systems

Question	Response		Comments
Are all electrical panels secured?	Yes	No	
Have all electrical circuits been identified?	Yes	No	
Are all electrical switches and receptacles in good repair?	Yes	No	
Have Ground Fault Interrupter's been provided on circuits in proximity to water?	Yes	No	
Is there a "lock-out" procedure in place?	Yes	No	

Heating Systems

Question	Response		Comments
Is a 3' clearance provided around all heating equipment?	Yes	No	
Are furnace/boiler rooms kept locked?	Yes	No	
Are furnace/boiler rooms free from combustible storage?	Yes	No	
Has the unit been serviced regularly?	Yes	No	
Has the filter been changed and clean?	Yes	No	
Has the unit been cleaned?	Yes	No	
Are the thermostats in good working order?	Yes	No	
Are vents clean?	Yes	No	
Are pipes or lines leaking fluid? (Repair if needed)	Yes	No	
Is there any damage on the electrical supply? (Repair if needed)	Yes	No	

Air Conditioning

Question	Response		Comments
Has the unit been serviced regularly?	Yes	No	
Has the filter been changed and cleaned?	Yes	No	

Has the unit been cleaned?	Yes	No
Are thermostats in good working order?	Yes	No
Are all vents clean?	Yes	No
Is there any fluid leakage in the pipes or lines? (Repair if needed)	Yes	No
Is there any damage to the electrical supply? (Repair if needed)	Yes	No

Sprinkler System

Question	Response		Comments
Is the main sprinkler control valve accessible?	Yes	No	
Are all valves supplying water or air to the system open?	Yes	No	
Is system operation monitored by an alarm company?	Yes	No	
Is valve operation monitored by an alarm company?	Yes	No	
Is the sprinkler system tested and documented on a quarterly basis?	Yes	No	

Fire Detection System

Question	Response		Comments
Is the building equipped with a fire detection system?	Yes	No	
If so, does the system protect the entire building?	Yes	No	
Does the system provide an alarm signal in the building?	Yes	No	
Is the system tested and documented on a monthly basis?	Yes	No	
Is the main alarm panel in normal operating condition?	Yes	No	

Are portable fire extinguishers provided?	Yes	No
Are all extinguishers inspected and documented on a monthly basis?	Yes	No
Do all extinguishers have a current inspection tag?	Yes	No

Emergency Evacuation

Question	Response		Comments
Are all exits and travel paths identified with illuminated "EXIT" signs?	Yes	No	
Are exits unlocked and operational?	Yes	No	
Are working emergency lights provided in the building?	Yes	No	
Are emergency lights tested and documented at least once per quarter?	Yes	No	
Are evacuation diagrams posted throughout thhe building?	Yes	No	