

Winter Checklist for Facility Maintenance

Inspector Information

Question	Response		Comments
Are there any signs of freezing on exposed pipe?	Yes	No	
Have cracks and openings been checked for proper insulation?	Yes	No	
Are there any signs of excessive moisture in or around the building that may lead to a buildup of mold?	Yes	No	
Is the heating system running at optimal efficiency (check thermostat calibrations, empty condensation drain traps, and ensure there are no cracks)?	Yes	No	
Are there any piles of snow buildup or ice hazards in or around the building?	Yes	No	
Have all applicable backup generators and emergency lighting been inspected?	Yes	No	
Are all safety signs in good working order with no obstructing damage or wear and tear?	Yes	No	
Are landscaping contracts updated and all necessary bids collected?	Yes	No	

Checklist

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Are there any leaves, debris, or damage, in any gutters or downspouts?	Yes	No	
Is there any weathering or paint / mortar failure on the siding?	Yes	No	
Is there any caulking deterioration on exterior surfaces?	Yes	No	
Is there any damage around window sills, door sills, or thresholds?	Yes	No	
Are there any signs of cracking, heaving, or deterioration in the foundation walls, floors, concrete, or masonry?	Yes	No	
Are roofs surface flashing, eaves, and	Yes	No	

soffits clean and free of damage?

Are there any loose members or deterioration in the stairs or railings?

Yes No

Is all vegetation and overgrowth trimmed and cut back from all structures and fixed equipment?

Yes No