



ITEM	Completed	Needs Further Attention
<b>SECURITY SYSTEMS</b>		
<b>Intrusion Alarms</b>		
Follow manufacturers recommendations for testing		
Inspection by authorized company/certified personnel		
<b>Fire Suppression Systems</b>		
Follow NFPA requirements		
Scheduled tests		
Inspection by authorized company/certified personnel		
<b>Fire Extinguishers</b>		
Charged		
Inspection date		
Overall conditions		
<b>Security Cameras</b>		
Function		
Directionality/location accuracy		
Power source		
Overall condition		
<b>Smoke Detectors</b>		
Function		
Battery efficiency		
Hard wire connections		
Overall condition		
<b>Windows</b>		
Pane conditions		
Lock operation		
Frame alignment and conditions		
Weather sealing conditions		
Hardware conditions and lubrication		
Overall condition		

ITEM	Completed	Needs Further Attention
<b>DOORS</b>		
Automatic closure operation		
Hardware conditions and lubrication		
Weather sealing conditions		
Frame alignment and conditions		
Door stop placement/stability		
Alarm system operation (if applicable)		
Overall condition		
<b>RESTROOMS</b>		
Fire safety		
ADA accessibility		
Plumbing		
Sinks/Hardware		
Urinals		
Toilets		
Dispenser operation/conditions		
Partitions		
Trach receptacles		
<b>OFFICES</b>		
Fire safety		
Emergency Control Panels		
Fire Alarm		
Intrusion Alarm		
Floor conditions for tripping hazards		
File cabinets		
Partitions		
PA system		

ITEM	Completed	Needs Further Attention
<b>KITCHEN/DINING AREAS</b>		
Fire safety		
Beverage dispensers		
Broilers		
Cookers		
Dishwasher		
Drink cooler		
Food slicer/chopper		
Freezer(s)		
Trash disposal		
Grill		
Ice machine		
Mixer(s)		
Oven(s)		
Cooler(s)		
Steamer(s)		
Toaster(s)		
Exhaust systems		
Hood function and condition		
Grease trap function and condition		
Filter condition		
Exhaust duct condition		
Fan function and condition		
Furniture: Counters/Tables/Benches/Lockers/Chairs		

ITEM	Completed	Needs Further Attention
<b>CLASSROOMS</b>		
Fire safety		
Furniture: desks/chairs/tables/shelves		
Marker board		
Electronic board		
Audio-visual equipment		
Computers/work stations/wiring		
Partitions		
Flooring for tripping hazards		
Plumbing (if applicable)		
PA speaker system operation		
Emergency/panic call button (if applicable)		
Wall map(s)		
Exit access		
<b>AUDITORIUMS</b>		
Fire safety		
Seating		
Passageway clearance and markings		
Exit lighting		
Aisle/walkway lighting		
Markers for edges of stage areas		
Risers		
Stage		
Curtains		
Changing rooms		
Area lighting		
Stage lighting		
Staging equipment		
Sound system		
Lobby/entrance area		
Concession area		
Emergency exit visibility and lighting conditions		

ITEM	Completed	Needs Further Attention
<b>GYMNASIUMS</b>		
Fire safety		
Seating/bleachers		
Floors/mats		
Scoreboard		
Sound/speaker system		
Lighting fixture protection conditions		
Gym equipment		
Basketball goals		
Team benches		
Staging equipment		
Signage		
Closets/equipment storage areas		
Concessions		
Locker rooms		
Restrooms		
<b>DRAINS/LANDSCAPE/IRRIGATION SYSTEMS</b>		
Drains		
Down spouts on gutters channeled away from buildings		
Drains on flat roofs clear of debris/trash		
All exterior drains clear of debris/trash		
Exterior drains/cover conditions		
Vegetation conditions near buildings/walkways		
Root systems		
Vines		
Overgrown shrubs		
Irrigation systems		
Off and drained during temperatures of freezing		
Sprinkler head operations/direction of water flow		
Piping/leaks		
Runoff conditions		
Timer accuracy		
Housing conditions such as water encroachment		
Security/controls locked		
Overall condition		

ITEM	Completed	Needs Further Attention
<b>PARKING LOTS</b>		
All drains clear of debris/trash		
Potholes		
Erosion		
Cracking		
Tripping hazards		
Parking bumper conditions and positions		
Speed bump conditions (if applicable)		
<b>ATHLETIC FIELDS</b>		
Concrete areas		
Turf areas		
Sand areas		
Dirt areas		
Concessions		
Restrooms		
Water fountains		
Bleacher systems		
Lighting systems		
Goal post stability		
Fencing stability/conditions		
Scoreboard stability/conditions		
Electrical systems		
Irrigation systems		
Security gates		
Locker rooms		
Dugouts		
Batting cage(s)		
Towers		
Athletic equipment		
Blocking sleds/other related equipment		
Pitching machines		

ITEM	Completed	Needs Further Attention
<b>PLAYGROUNDS</b>		
<i>Recommended to have staff member(s) trained as Certified Playground Safety Inspector</i>		
General Safety		
Signage		
Fence conditions		
Overall conditions of grounds for deficiencies such as vandalism/debris Buildup/trash/tripping hazards		
Equipment		
Follow recommended manufacturer specifications/guidelines		
Stability		
All items functioning properly		
Surface conditions		
Hardware conditions		
Paint conditions		
Spring conditions		
Lubrication of all moving parts		
Railings		
Overall condition and durability for deficiencies such as excess wear/rot/rust/ Splintering/warping/cracking/insect infestation/broken-missing parts		
Boundary containment		
Proper dispersion of ground cover material		
Drainage		
Adjacent area conditions for objects that could cause injury		

ITEM	Completed	Needs Further Attention
<b>EXTERIOR STAIRS/DECKS/LANDINGS</b>		
Expansion joint conditions (concrete)		
Metal spacer conditions		
Overall condition		
Railings		
Wood material		
Attachment(s) to primary structure (code regulations)		
Coverings		
Footings/foundations		
<b>GATES/FENCES</b>		
Chains/locks		
Hinge conditions and lubrication		
Weld joint conditions		
Bolts and screw conditions		
Structural conditions		
Tracks		
Alignment		
Deficiencies such as sharp edges/gaps/splintering		
<b>HVAC SYSTEMS</b>		
Follow manufacturers recommendations for preventive maintenance		
Filters changed		
General conditions		
Condensation drains		
Motor		
Lubrication		
Housing stability		
Connection conditions		
Unit operation/noise level		
Central/ground or roof mounted		
Air filter conditions		
Burner assembly conditions		
Circulation		
Condensation drains		
Condenser/compression function		
Cooling coil conditions		
Electrical functions		

ITEM	Completed	Needs Further Attention
<b>HVAC SYSTEMS (CONT)</b>		
Guard, casing, support, platform, and mounting bolt conditions		
Piping conditions		
Lubrication		
Motor/driver/assembly conditions		
Pump unit function		
Refrigeration lines/coil conditions for deficiencies such as frosting/icing		
Registers/ducts for proper air distribution		
Temperature and humidity control function		
Overall conditions		
Heat Pumps		
Check all items listed above for Central/ground/roof mounted plus:		
Temperature settings		
Noise and vibration levels		
Heating Systems		
Amp draw per manufacturer's specs		
Cleanliness		
Flow switch operations		
Mechanical equipment functions		
Pumps		
Function		
Oil condition		
Overall condition		
Safety limit switch operation		
Water temperature (in and out)		
<b>BOILERS</b>		
Should be performed by a licensed professional inspector/maintenance contractor to ensure compliance of state/federal regulations		

ITEM	Completed	Needs Further Attention
<b>EMERGENCY GENERATORS</b>		
Operation/Functionality		
Fuel level (if applicable)		
Battery charger condition		
Gauge conditions		
Circuit breaker conditions		
Activation device conditions		
Wiring conditions		
Overall condition		
<b>ELECTRICAL SYSTEMS</b>		
Equipment cleanliness		
Distribution system		
Wire/cable conditions for deficiencies such as corrosion/dirt/moisture and fire hazards		
Circuit breakers		
Hardware conditions		
Porcelain conditions		
Cotter pin conditions		
Air supplier operations		
Overall condition for deficiencies such as corrosion/noise/excessive temps		
Fuses		
Insulator conditions for deficiencies such as burns or cracks		
Contact surface conditions for deficiencies such as burning, pressure and misalignment		
Fuse holder condition		
Hardware condition		
Overall condition		
Lock security		
Utility room cleanliness and safety		
Overall condition		

ITEM	Completed	Needs Further Attention
<b>STRUCTURAL</b>		
Visual inspections of structures with emphasis on load bearing support areas that can be observed externally during a walk through		
Particular attention to evaluate potential for access by water into building areas		
Beams for rot/termites/bowing/splitting/slippage/fungus/etc.		
Foundations for cracking/slippage/water intrusion/etc.		
Joist conditions for rot/termites/bowing/splitting/fungus/etc.		
Overall signs of structural failure		
Sill conditions for rot/termites/bowing/splitting/fungus/etc.		
Stud conditions for rot/termites/bowing/splitting/fungus/etc.		
Wall conditions		
Masonry for cracks/scaling/mortar/crumbling/etc.		
Wood for termites/peeling paint/dry rot/fungus/etc.		
<b>ELEVATORS</b>		
Serviced by licensed elevator contractor		
Inspected by State		
Checks of emergency notification system in event of stall		

ITEM	Completed	Needs Further Attention
<b>HOT WATER HEATERS</b>		
Circulation pump connections		
Gas flame color		
Burner conditions		
Pilot functions		
Tank plate and jacket conditions		
Door/lock function		
Drain valve lubrication/function		
Gas shut-off valve lubrication and function		
Piping supply lines		
Pressure valve relief function		
Temperature settings		
Draft diverter conditions		
Flue/chimney conditions		
Vent condition		
Utility room condition		
Overall condition		

ITEM	Completed	Needs Further Attention
<b>ROOFS</b>		
Supporting structural integrity for cracks, moisture stains, etc.		
Flashing conditions for water penetration, displacement, tearing, etc.		
Surface conditions		
Subsurface condition for signs of moisture penetration		
Membrane conditions		
Plumbing stack vent and roof connection conditions		
Roof ventilation conditions		
Skylight conditions/broken glass or frame/rust/corrosion		
Structural conditions		
Roof edging conditions		
Expansion joint conditions		
Shingle conditions		
Asphalt roof conditions such as brittle/missing shingles/cracking/curled edges/ Exposed wood, etc.		
Flat roof conditions such as bare areas/ cracks/exposed nail heads/ ponding/etc.		
Overall condition		
<b>GUTTERS/ROOF DRAINS</b>		
Mounting stability		
Bolt, screw and strap conditions		
Proper/sufficient drainage away from facility		
Join conditions and stability		
Splash block location		
Seam and elbow conditions		
Caulking condition		
Gutter positioning toward downspouts		
Overall condition for corrosion/rust/blockage/obstructions/etc.		
Cleaned regularly and prior to anticipated heavy rainfall		

ITEM	Completed	Needs Further Attention
<b>MOISTURE / LEAKS / SPILLS</b>		
Checks for moldy odors		
Inspection of ceiling tiles/floors/walls for leaks/discoloration		
Check areas where moisture is commonly generated (such as kitchens/locker rooms/ bathrooms/etc.		
Check windows, windowsills, and window frames are free of condensation		
Check that indoor surfaces of exterior walls and cold water pipes are free of condensation		
Ensure the following areas are free from signs of leaks/water damage:		
Indoor areas known for roof or wall leaks		
Walls around leaky or broken windows		
Floors and ceilings under plumbing		
Duct interiors near humidifiers/cooling coils/ and outdoor air intakes		
<b>DUST CONTROL</b>		
Installed and maintained barrier mats for entrance areas		
Use of high efficiency vacuum bags		
Use of proper dusting techniques		
Wrapped feather dusters with a dust cloth		
Cleaned air return grilles and air supply vents		

ITEM	Completed	Needs Further Attention
<b>DOCUMENTATION / CHECKPOINTS</b>		
Manufacturer operating/preventive maintenance manuals on file		
Documentation of all preventive maintenance		
District plan for managing access control		
District plan for managing boilers		
District plan for managing electrical systems		
District plan for managing energy use		
District plan for managing fire alarms		
District plan for managing gym floors		
District plan for managing HVAC systems		
District plan for managing hot water heaters		
District plan for managing painting projects		
District plan for managing plumbing		
District plan for managing PA systems and intercoms		
District plan for managing roof repairs		
District plan for managing fertilizer and herbicide use		
District plan for managing watering and irrigation systems		
District plan for managing drainage systems		
District plan for automated work order system		
District plan for managing chemical dispensers		
Listing and contact of all contracted services for district		

ITEM	Completed	Needs Further Attention
<b>FUEL TANKS</b>		
Required inspections/service by appropriate personnel/agencies as required by local/state and federal regulations		
Appropriate/required fire extinguishers/suppression units		
Appropriate/required caution signage		
Appropriate/required security		
Appropriate/required emergency cut-offs		
<b>SPECIALITIES</b>		
Swimming pools		
Saunas		
Whirlpools		
Artificial turf fields		
Rifle ranges		
Driving ranges		
Bus safety test drive facility		
Museums		
Wildlife centers		
Environmental Programs		
Ropes courses		
Climbing walls		
Rappelling towers		
Others		

