

## Property Maintenance Checklist

**Date of Inspection:** \_\_\_\_\_

**Inspected by:** \_\_\_\_\_

<b>General:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Emergency Procedures available				
SDS binders are up to date and available				
Map for emergency shut off locations for water, gas, etc. is posted				
All fire extinguisher inspected and serviced				
Fire alarm, smoke detectors, etc. have been tested				
Boiler, elevator, alarm permits are current and posted				
Back flow inspections are current				
Lock out tag out devices are onsite				
Emergency contact numbers posted				
First aid kits are available and properly stocked				
Personal protection equipment is available				

<b>Custodial:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Hand trucks, chair dolly's available/good condition				
Ladders are in good condition and secured				
Flammable products are stored in fireproof cabinets				
Hand tools and power tools are in good condition				
Appropriate container is available for oily rags Clean and dirty rags are clearly marked				
Wet floor signs are available				
Secondary containers are properly labeled				

<b>Parking lots, grounds and athletic fields:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Sidewalks and parking lots free of trip hazards				
Parking lot surfaces are adequate				
Parking lot light timers are adjusted properly				
All exterior signage is in good condition				
Security cameras cleaned, adjusted and operating				
All exterior lighting in working condition				
Bushes/trees have been trimmed away from facilities and exterior lighting				

<b>Roofs:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments/WO</b>
Check roof for damage				
Roof drains, down spouts are clear of debris				
Moss problems have been treated				
Roof access ladders are securely mounted				

<b>Offices:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
All spaces are adequately lit and in good repair				
Power strips are UL listed and in good repair				
Electrical outlets within 4' of sinks are GFCI protected				
Extension cords are only used for temporary use				
Cords have been checked for grounding plugs				
Portable heaters have tip over switches and are not near flammable products				
Overhead storage is secured and stable				

<b>Restrooms:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Flooring is in good condition and clean				
All plumbing fixtures are in good condition				

<b>Storage, mechanical, boiler rooms:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Insulation material around piping is in good condition				
Electrical panels are accessible				
All electrical junction boxes have covers				
Water heaters are accessible				
Pressure release valve on water heaters works				
Filters have replaced in HVAC equipment				
Roof hatches work and can be secured				

<b>Inclement weather preparation:</b>	<b>OK</b>	<b>FIX</b>	<b>N/A</b>	<b>Comments</b>
Ice melt and snow removal equipment is available				
Check with Operations if HVAC system is set for cold weather conditions				
Shut off water to unheated out buildings				
Remove all exterior hoses from hose bibs				
Roof drains and storm drains are clear				