

Facility Inspection Checklist

Housekeeping and Storage

- Interior and exterior in good order
- Storage room(s) neatly arranged with good access
- Necessary combustible material properly stored
- Floors and walls clean throughout
- Combustible trash removed from building daily
- Outdoor spigot/faucet in good working order
- Drain spouts properly attached and displacing water away from foundation
- Other Damages: _____

Hallways

- All halls and stairwells free from obstructions/debris
- All halls and stairwells well lighted
- All stair steps and wells have secure banisters/railings
- All stair steps and wells have secure treads and risers
- Other Damages: _____

Building Maintenance

- Roof in good condition with no leaks
Last roof inspection Date: _____
- All interior and exterior walls in good condition
- All interior and exterior doors and windows in good condition, close and latch
- All fire doors marked as such and kept locked
- Electromagnetic stops working
- Parking areas, sidewalks, stairways, porches and fire escapes properly maintained and kept free of slip/trip and fall hazards, debris, and obstruction
- Gutters attached securely and unobstructed discharging water away from facility
- Adequate exterior lighting for entire facility and grounds
- Roof access strictly prohibited
- Floor surfaces and carpeted areas free of slip/trip and fall hazards
- Non-slip surfaces provided in areas such as bathrooms, stairwells, exit areas, kitchen and fire escapes
- All cleaning supplies, paint and other chemicals stored in secure well-ventilated area and enclosed in metal cabinets
- Flammable liquids and explosives prohibited from building
- All forms of weapons (rifle, handgun, blades, bows, etc.) banned from building
- Other Damages: _____



Electrical System

- All circuits correctly fused and grounded
- No evidence of temporary wiring or tampering
- All covers in place with none broken
- No multiple plug/appliance policy in force and posted
- Use of extension cords is restricted, especially with high voltage appliances
- Power lines to facility clear of obstructions such as tree limbs
- Grounded Fault Interrupters in bathrooms and kitchens
- Date of last electrician inspection/certification: _____
- Other Damages: _____

Furnace and Water Heater

- Located in separate room
- All doors to room close and latch
- Room free of combustible materials
- All covers to equipment in place
- Equipment inspected annually by licensed contractor
- Emergency shut off installed
- Date of last inspection: _____
- Other Damages: _____

Smoke Detection, Sprinkler and Fire Alarm System

- Manual fire alarm pull-boxes in all hallways and next to all exits
- Smoke/carbon monoxide detector in each room
- Battery operated detectors are changed every six months
- Date of last battery change: _____
- Hard-wired system is tested monthly/serviced bi-annually by licensed contractor
- Date of last monthly test: _____
- Date of last inspection: _____
- Fire sprinklers installed
- All sprinklers free from obstruction
- Main control valve is open
- Proper pressure reading of the system gauges
- System inspected annually by licensed contractor
- Date of last inspection: _____
- Fire detection/alarm system sound at central monitoring service station
- Central station inspected regularly
- Date of last inspection: _____
- Other Damages: _____



Fire Extinguishers, Lighting and Exits

- At least one extinguisher on each floor
- Extinguishers in kitchen
- Extinguishers in laundry room
- Extinguisher locations accessible and clearly marked
- Extinguishers are inspected monthly and fully charged
- Extinguishers are inspected annually by licensed contractor and fully charged

Date of last monthly inspection: _____

Date of last annual inspection: _____

- Exits and escape routes clearly marked with lighted signs
- Emergency escape ladders available on upper level
- Exits easily opened without keys or special device
- Exterior fire escape adequate, accessible, and maintained
- Emergency lighting system present
- Emergency lighting tested monthly and inspected regularly

Date of last inspection: _____

Date of last test: _____

- Other Damages: _____

Kitchen and Cooking

- All cooking equipment located under hood
- Entire hood and ductwork cleaned bi-annually by a licensed contractor
- Date of last inspection and cleaning: _____
- Removable hood grease filters cleaned regularly (daily)
- Extinguishing system protecting all cooking equipment
- Outside contractor services extinguishing system bi-annually
- Kitchen well supervised, cleaned daily and operated in a sanitary manner
- Other Damages: _____

Plumbing System

- Good condition with no leaks or back ups
- Fire sprinkler system serviced annually
- Septic tank properly maintained
- Date of last inspection: _____
- Other Damages: _____

Laundry Room

- Lint filters cleaned regularly
- Areas behind dryer and washer clear of lint and debris
- Equipment serviced annually
- Date of last inspection: _____
- Other Damages: _____



Fire Drills and Emergency Procedures

- Fire Drill practice every six months
Date of last drill: _____
- Written fire emergency evacuation and escape plan established, reviewed by members regularly and posted
- Emergency phone numbers clearly posted at each phone
- Self-closing fire doors present to reduce potential of rapid fire
- Fire doors and exits kept clear of stops or obstructions
- Other Damages: _____

Security

- Facility secured with access restricted by key or code to members only
- Specific person (house manager) responsible to secure facility at a specific time each evening, conducting inspection of security and safety
- After an open access function, the facility is properly secured and cleaned
- Property is secured and supervised during periods of vacancy (i.e. student breaks)
- Property is well lighted and utilizes motion sensor lighting on exterior
- Campus security/local police patrol the property regularly for increased security
- Other Damages: _____

Inspections

- Campus/City fire marshal inspected building within last six months
- Date of last inspection: _____
- All recommendations/updates compliant with codes
- Other Damages: _____