

Building Maintenance

Year :

Location:

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
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Exterior - Building

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
Exterior Walls												
-Clean												
-Flashings/Secure												
-Good Condition												
-No Pest, Wasp, etc.												
-other												
Doors												
-Good Condition												
-Secure Hardware/Handles												
-Locks Working												
-Glass Good Condition												
-other												
Windows												
-Good Condition												
-Latches in place												
-Weather-stripping Good												
-Hinges secure												
Roof												
-Good Condition												
-Flashings Secure												
-Vents Clear												
-Access Clear												
-No Evident Leaks												
-other												
Electric Panels/Receptacles												
-Covers in place												
-Nothing left plugged in												
Water Faucets												
-Not Leaking												
-Winterized												
Seats/Tables												
-Good Condition												
-Clean												
-Securely Mounted												
Ash Cans/ Waste Cans												
-Secured												
-Emptied												
Shelter												
-Good condition												
-Clean												
-Secure												

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
Exterior Lighting												
-Bulbs Working												
-Lenses in place												
-Covers in place												
-No exposed wires												
Exterior Cameras												
-Secure												
-Clean												
-Wires Secure												
-other												
Fences/Gates												
-Good Condition												
-Hardware secure												
-Tie wires in place												
-No crawl under												
-Top Rail secure												
-Latches/Locks present												
-Gates Swing Properly												
-Open Retainers in place												
-Other												
Parking/Curbing												
-Good Condition												
-No Potholes												
-Striping clear												
-Handicap Signs present												
-Van Access												
-Clean												
-level/No trip hazards												
-Drain Covers in Place												
-Other												
Landscaping/Trees												
-Good Condition												
-Clear of Trash												
-Trimmed												
-Mowed												
-No holes/gulley's												
-No Pest, Wasp, etc.												
-Drains Clear												
-Other												
Walks/Steps												
-Good Condition												
-Clean												
-Lit												
-Level/No Trips												
-Other												

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Signs													
-Good Condition													
-Wire covers in place													
-Secure													
-Lit													
-Other													
Dumpster													
-Lids work													
-Area clean													

Interior - Building

Floors													
-Good Condition													
-No Rip/Torn Places													
-Clean													
-Base Boards Secure													
-Level/No Trips													
-Other													
Walls													
-Good Condition													
-No Holes													
-Corners/Trim Secure													
-No "Sharps"													
-other													
Receptacles/Switches													
-Covers Present													
-Not Broken													
-Not Over Loaded													
-No Trips													
-Other													
Ceilings													
-Tile in Place													
-Lights Working													
-Lenses in Place													
-Sprinklers Clean													
-Duct Vents Clean													
-Nothing Hanging From Grid													
-No Leaks/Dark Spots													
-other													
Fire Extinguishers													
-In Place													
-Charged													
-Tagged													
-Unobstructed													
-other													

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Sprinkler System	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
-Operable												
-Not Leaking												
-Unobstructed												
-Current Inspection												
-other												
Breaker Boxes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
-No leaks around												
-Covers Closed												
-No tripped breakers												
-No Open Slots												
-Labels in place												
-other												
Kitchen/Break room(s)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
-Good Condition												
-No Leaks												
-Cooling Unit Coils Clean												
-Exhaust fans clean												
-Stoves Clean												
-No Trips/Slips												
-other												
Storage	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
-Chemicals labeled												
-Separated properly (Food-Cleaning)												
-Sprinklers Clear												
-Aisles Clear												
-Shelves Secure												
-No Trash Accumulation												
-No Slips												
-No Trips												
-other												

Person(s) Completing Inspection - Print Full Name

Jan	Name:	Initials:	Date:
Feb	Name:	Initials:	Date:
Mar	Name:	Initials:	Date:
Apr	Name:	Initials:	Date:
May	Name:	Initials:	Date:
Jun	Name:	Initials:	Date:
Jul	Name:	Initials:	Date:
Aug	Name:	Initials:	Date:
Sept	Name:	Initials:	Date:
Oct	Name:	Initials:	Date:
Nov	Name:	Initials:	Date:
Dec	Name:	Initials:	Date: