Annual Building Inspection Checklist

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| ***Facility Exterior*** | ***YES*** | ***NO*** | ***N/A*** |
| Is the building address or identification clearly visible?  |  |  |  |
| Are exterior lights in working order? |  |  |  |
| Are the exits onto public streets free from visibility obstructions? |  |  |  |
| Are all building sides accessible to emergency equipment?  |  |  |  |
| Does the building appear to be in good repair? |  |  |  |
| Are exterior walls free from cracks or other damages?  |  |  |  |
| Are windows free from cracks or broken panes?  |  |  |  |
| Are paved surfaces inspected and repaired (i.e., lifts, cracks, etc.)? |  |  |  |
| Are stairs, landings and handrails in good repair and fastened securely? (inspect the bottom of each step) |  |  |  |
| Are facilities periodically inspected and documented? |  |  |  |
| Are all sewer clean out caps in place? |  |  |  |
| Are all irrigation covers in place?  |  |  |  |
| Do entrance doors close slowly to avoid hazards to fingers? |  |  |  |
| ***Facility Interior*** | ***YES*** | ***NO*** | ***N/A*** |
| **Electrical Systems** |  |  |  |
| Are all electrical panels secured? |  |  |  |
| Have all electrical circuits been identified? |  |  |  |
| Are all electrical switches and receptacles in good repair?  |  |  |  |
| Have Ground Fault Interrupter's been provided on circuits in proximity to water?  |  |  |  |
| Is there a "lock-out" procedure in place? |  |  |  |
| **Heating System:** |  |  |  |
| Is a 3' clearance provided around all heating equipment? |  |  |  |
| Are furnace/boiler rooms kept locked?  |  |  |  |
| Are furnace/boiler rooms free from combustible storage? |  |  |  |
| PM Schedule updated |  |  |  |
| Has the unit been serviced regularly |  |  |  |
| Has the filter been changed and clean? |  |  |  |
| Has the unit been cleaned? |  |  |  |
| Are the thermostats in good working order? |  |  |  |
| Are vents clean? |  |  |  |
| Check pipes or lines for leakage of fluids. Repair if needed. |  |  |  |
| Check electrical supply for damage. Repair if needed. |  |  |  |
| Are residents reminded to keep combustibles away from heaters?  |  |  |  |
| **Air Conditioning** |  |  |  |
| PM Schedule updated |  |  |  |
| Has the unit been serviced regularly |  |  |  |
| Has the filter been changed and clean? |  |  |  |
| Has the unit been cleaned? |  |  |  |
| Are the thermostats in good working order? |  |  |  |
| Are vents clean? |  |  |  |
| Check pipes or lines for leakage of fluids. Repair if needed. |  |  |  |
| Check electrical supply for damage. Repair if needed. |  |  |  |
| **Private Protection:** |  |  |  |
| Is building equipped with an automatic sprinkler system? If so, continue. |  |  |  |
| Is the main sprinkler control valve accessible?  |  |  |  |
| Are all valves supplying water or air to the system open?  |  |  |  |
| Is system operation monitored by an alarm company? |  |  |  |
| Is valve operation monitored by an alarm company?  |  |  |  |
| Is the sprinkler system tested on a quarterly basis and documented? |  |  |  |
| Is the building equipped with a fire detection system? If so, continue. |  |  |  |
| Does the system protect the entire building? |  |  |  |
| Does the system provide an alarm signal in the building?  |  |  |  |
| Is system tested on a monthly basis and documented?  |  |  |  |
| Is the main alarm panel in normal operating condition?  |  |  |  |
| Are portable fire extinguishers provided? |  |  |  |
| Are all extinguishers inspected on a monthly basis and documented? |  |  |  |
| Do all extinguishers have a current inspection tag? |  |  |  |
| **Emergency Evacuation:** |  |  |  |
| Are all exits and travel paths identified with illuminated "EXIT" signs? |  |  |  |
| Are travel paths leading to exits free of obstructions?  |  |  |  |
| Are exits unlocked and operational?  |  |  |  |
| Are working emergency lights provided in the building?  |  |  |  |
| Are emergency lights tested periodically and documented? |  |  |  |
| Are evacuation diagrams posted throughout the building? |  |  |  |

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| ***Visual Roof Inspection*** | ***Comments*** |
| Visually inspect the roof for the following conditions:* Debris
* Drainage (no evidence of standing water)
* Physical damage
* Structural Deformation

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| *For Flat/Membrane Roof:** + Condition of coating
	+ Granular loss
	+ Punctures
	+ Cracks (Alligatoring)
	+ Blisters (Fishmouths)
	+ Ponding
 | *For Sloped Roof:** Roof Material
* Surface Condition
* Deformed edges
* Shingle Condition
	+ Buckled
	+ Curled
	+ Missing
	+ Granular loss
	+ Corrosion (metal)
	+ Fasteners
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| Visually inspect the following common roof features (if applicable) for visible signs of damage or repair:

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| * Fascia
* Soffit
* Flashing
* Gutters / Drains, etc.
* Skylights
 | * Chimneys / Vents
* Fall Arrest Anchors
* Control Zone Access
* Drains / Vents
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| Roofing repairs may also become noticeable by observing the following conditions:

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| *Ceiling Conditions:** Cracks
* Water Staining
* Water Leaks
* Seasonal Change
 | *Exterior Wall Conditions:** Deformed Finish
* Surface Deterioration
* Staining
 | *Interior Wall Surfaces:** Cracks
* Water Staining
* Water Leaks
* Deformed Finish
* Seasonal Change
* Window Leaks
* Door/Window Alignment
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| ***Annual Plumbing Inspection*** | ***Comments*** |
| Look for signs of leaks in all exposed pipes, and in areas where pipes run through the walls or foundation. |  |
| Look for signs of corrosion, which could indicate a problem with the water, or with the pipe itself. Watch for green stains around brass and copper fittings and on shutoff valves, a sign of either corrosion or electrolysis caused by mismatched metals. This will cause leaks and bad connections if left uncorrected. |  |
| Check the water pressure. Low pressure could mean a problem with the line or just sediment buildup in the faucet aerator. |  |
| Check drains for speed of drainage - a slow drain may have a clog or a blocked vent pipe. Look for a full swirling drain; bubbling drains are a sign of a problem. |  |
| Flush the toilets to make sure they operate properly. Open their tanks and look for worn or missing parts. Then wait around for a few minutes to see if the toilet runs after a pause, a sign of a slow leak. |  |
| Look inside the burner chamber of the water heater for rust flakes. Check the flame; it should be an even blue, with no yellow. A yellow flame indicates soot or a problem with the gas-air mixture, meaning the jets need cleaning. |  |
| Drain the water heater to remove sediment that has settled to the bottom. Sometimes leaks in faucets are caused by hard water wearing out the washers. |  |
| Watch out for cracked tiles sinks. Tap on tiles looking for loose or hollow ones, which could be masking rotted backer-board behind them. |  |
| Check on the state caulking to see if its time to replace it. |  |
| Look for evidence of mildew where water has a chance to stand for longer periods. |  |
| Manipulate the toilet base to be sure it doesn't rock, which might mean a leak has damaged the floor around it. |  |
| Look for cracks on the toilet tank or bowl or on sinks. |  |
| Turn on faucets and check for leaks around handles and valves. Are they easy to use, or harder to turn on and off?  |  |

Address Inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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

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