Annual Building Inspection Checklist

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?			

Visual Roof Inspection	*Comments*
Visually inspect the roof for the following conditions: • Debris • Drainage (no evidence of standing water) • Physical damage • Structural Deformation *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 o Buckled o Curled o Missing o Granular loss o Corrosion (metal) o Fasteners	
Visually inspect the following common roof features (if applicable) for visible signs of damage or repair: • Fascia • Soffit • Flashing • Gutters / Drains, etc. • Skylights • Chimneys / Vents • Fall Arrest Anchors • Control Zone Access • Drains / Vents	
Roofing repairs may also become noticeable by observing the following conditions: *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	

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: _____

(print)

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(signed)