

# CED Facility Inspection Checklist

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## Exterior: Exterior/General

- Are exterior lights in working order?
- Is the landscaping properly maintained?
- Are fire hydrants accessible?
- Are sprinkler/standpipe connections accessible?
- Are sprinkler/standpipe connections clearly marked?
- Are exterior walls free from cracks or other damages?
- Are windows free from cracks or broken panes?
- Has vegetation been cut back from the building?
- Are paved surfaces inspected and in good condition?
- Are combustible materials stored away from the building?
- Is the building free from signs of exterior damage?
- Are stairs and handrails in good repair and fastened securely?
- Are exterior doors free of damage and operate properly?
- Are gutters & downspouts in good condition? Do they route water away from the foundation of the facility?
- Are there areas of standing water around the facility that will not dry?
- Are there tripping hazards that need marking or to be eliminated?
- Are hose bibs/external plumbing in good working order?
- Are shop/bay doors in good condition and good working order?

## Interior: Interior/General

- Are interior walls free from cracks or other damages?
- Is the ceiling in good repair? Are drop ceiling panels clean?
- Do the drop ceiling panels show signs of roof leaks? (Spots/discoloration)
- Is the flooring in good condition?
- Are the wall coverings/paint in good condition?
- Are other finishes in good condition?
- Are there signs of insect/rodent activity?
- Are shop floors in good condition and free from debris?

- Is interior lighting adequate and in good working condition?
- Is trash removed from the building daily?
- Is storage restricted to designated areas?
- Are facility manager signs posted?

## Plumbing

- Are all plumbing fixtures in good working order?
- Are plumbing leaks identified and quickly reported?
- Are drains clean and free of debris?

## Electrical System

- Are all electrical panels secured?
- Is a 3' clearance provided around all electrical panels?
- Are all electrical rooms free from combustible storage?
- Are all electrical panels cool to the touch?
- Are all electrical panels free from evidence of burning?
- Have all electrical circuits been identified?
- Are all electrical switches and receptacles in good repair?
- Have GFI outlets been provided on circuits in proximity to water?
- Is there a lock-out/tag-out procedure in place?

## Heating System/Mechanical Room

- Is a 3' clearance provided around all heating equipment?
- Are boiler/furnace rooms kept locked?
- Are boiler/furnace rooms kept free from combustible storage?
- Are all pump motors cool to the touch?
- Are compressor motors cool to the touch?
- Are air compressor automatic drains functioning properly?
- Is mechanical room lighting adequate and in good working order?

## Safety

- Are all exits and travel paths identified and illuminated with 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?
- Has flammable storage been limited to designated areas?

## Fire Protection

- (If required) Is the building equipped with an automatic sprinkler system?
- Is the main sprinkler control valve accessible?
- Are all valves supplying water or air to the system open?
- (If required) Is the alarm panel to the fire department operational?
- Is the sprinkler system tested and documented?
- Are spare sprinkler heads available in the building?
- Is the building equipped with a fire detection system?
- Does the system protect the entire building?
- Does the system provide an alarm signal in the building?
- Is the alarm system tested and documented?
- Are portable fire extinguishers provided?
- Are all extinguishers inspected on a monthly basis and documented?
- Do all extinguishers have a current inspection tag?

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