

Property/Building Inspection Checklist

Member: _____

Inspection Date: _____

Location: _____

Completed By: _____

Building Exterior	Yes	No
1. Adequate lighting provided		
2. Walking surfaces/curbs in good condition, ground level flush with walking surfaces		
3. Snow/ice removal adequately maintained		
4. Snow removal is documented in detail		
5. Parking lot in good condition		
6. Tree branches trimmed and maintained, not overhanging roof		
7. Lawn area free of hazardous conditions (holes, trip hazards, etc.)		
8. No visual damage to building exterior		
9. No combustibles stored alongside building walls		
10. No vegetation growing up exterior walls		
11. Exterior inspections are conducted regularly and documented		
12. Fire lanes identified, maintained as required		
13. Hail guards installed over ground equipment		
14. Entrance, stairs, landings, handrails in good condition, ADA automatic doors functioning properly		
15. No Smoking within 25 feet of building		
16. Designated smoking area with a non-combustible receptacle		

Comments:

Electrical Hazards	Yes	No
1. Extension cords in good condition (1910.334)		
2. Equipment power cords in good condition (1910.334)		
3. Light switch/electrical outlet covers in place (1910.303)		
4. GFCI outlets within 6 ft. of sinks/water sources (1910.334)		
5. Breaker switches marked/labeled (1910.303)		
6. 3 feet clearance in all directions from electrical panels (1910.303)		
7. No cords under carpet, rugs or through doorways (1910.305)		
8. Electrical outlets not overloaded		
9. Electrical panel signed to identify location		
10. Electrical panel secured		
11. Electrical rooms are kept clear of any combustible materials		
12. Vents and fan grills cleaned regularly		
13. Space heaters equipped with tip-over switches, unplugged when not in use and not located beneath desks.		
Comments: 		

Emergency Exits	Yes	No
1. Exits unobstructed/unlocked during business hours (1910.37)		
2. Exits are identified with signage (1910.37)		
3. Exit signs are illuminated (1910.37)		
4. Emergency lights functional when tested, monthly (1910.37)		
5. Emergency evacuation maps posted (Best practices)		
6. Signage on non-exit doors that can be confused as an exit (1910.37)		
7. Emergency Operation Plans (EOPs) in place and staff trained		
8. Emergency telephone numbers posted		
9. Hazard warning signs in place		
Comments:		

Fire Prevention	Yes	No
1. Fire extinguishers accessible/unobstructed, mounted between 3.5 and 5 feet above floor (1910.157)		
2. Signs identify location of fire extinguishers (1910.157)		
3. Fire extinguishers serviced annually, tag is current (1910.157)		
4. Fire extinguishers inspected monthly, arrow in green, gauge not cracked, hose not damaged, safety pin in place with seal. Documented on back of tag (1910.157)		
5. No storage within 18 inches of sprinkler heads (1910.159)		
6. Annual fire drill conducted and documented		

Sprinkler System		
7. Sprinkler riser annual inspection documented.		
8. Sprinkler riser valves accessible, not damaged or leaking and open and locked.		
9. Sprinkler gauges not damaged and replace every 5 years		
10. 3 feet clearance in all directions from sprinkler riser		
11. Nothing hanging from exposed sprinkler pipes or heads		
Fire Pump		
12. Fire pump not leaking or damaged		
13. Fire pump inspected annually		
14. Electrical fire pump tested WEEKLY – 10 minutes		
15. Diesel fire pump tested MONTHLY – 30 minutes		
16. Diesel fire pump fuel tank at least $\frac{3}{4}$ full		
Fire Detectors		
17. Check main panel to verify system functioning properly – no faults indicated		
18. Monthly tests completed and documented. Control panels and equipment (power supply, fuses, LEDs, trouble signals), batteries (corrosion)		
19. Annual testing by vendor completed and documented.		
20. Detection units – operational (smoke and heat), no detectors covered with tape/paint and properly secured		
21. Manual fire alarm box, free of damage and unobstructed		
Comments:		

General Office	Yes	No
1. Office furniture in good condition, no obvious defects		
2. File drawers closed when not in use		
3. Adequate lighting provided in work area		
4. Good housekeeping maintained throughout (1910.141)		
5. Required postings prominently displayed (1903.2)		
6. No missing/damaged ceiling tiles (NFPA 101)		
7. Ceiling tiles are dry/no sign of water damage (Best Practices)		
8. Surge protection devices used at all electrical outlets		
Comments:		

Stairways, Corridors	Yes	No
1. Stair treads in good condition (1910.24)		
2. Handrails in good condition (1910.23)		
3. Stairways clear, not used for storage (Best Practices)		
4. Stairways adequately lighted		
5. Corridors kept clear of equipment and supplies		
Comments:		

Storage	Yes	No
1. Shelves designed for intended load		
2. Storage cabinets/shelves secured to prevent tipping		
3. Heavy items stored on lower shelves		
4. Storage rooms neat and orderly, good housekeeping (1910.176)		
Comments:		

Walking Surfaces	Yes	No
1. Aisles established and free of trip hazards (1910.141)		
2. Floors/carpeting maintained in good condition		
3. Floors kept dry; water/spills cleaned up immediately		
4. Wet floor signs used as needed		
5. Entrance mats provided, lay flat to ground		
6. Ladders maintained in good condition (1910.26)		
7. Step stools available for use where needed.		
Comments:		

Boiler/Mechanical Rooms	Yes	No
1. Empty, not to be used for storage		
2. Boiler inspection tags are visible and annual inspections current		
3. Daily and monthly log sheets completed by maintenance staff		
4. Visual inspection of entire system for leaks or damage		
Comments:		

Water Damage	Yes	No
1. Doors and windows should be properly sealed and have no cracks or holes		
2. Cracks in walls and floors should be sealed		
3. Exterior drains free and clear of debris		
4. Sump pumps have backup power supply		
5. Pipes should be insulated if needed		
6. Buildings should be kept at a minimum of 40° during winter months		
7. During very cold spells, all faucets should be kept at a slow drip to prevent freezing		
8. Water heater inspected and flushed by plumber every 2 years		
9. Pipes inspected for signs of leaks and corrosion		
10. Check ceilings and walls for signs of water damage		
Comments:		

Generators – Standby Emergency	Yes	No
1. Run weekly or monthly for 30 minutes		
2. Maintain log on run time and maintenance		
3. Annual inspection by vendor documented		
4. Generator protected from the elements		
Comments:		

Hot Work Permit	Yes	No
1. Is there a current hot work permit at the building		
2. Copies of completed permits kept with all details completed		
3. Fire watch on the permit longer than 60 minutes		
4. Hot work permit complies with NFPA 51B 2019		
Comments:		

Due to varying degrees of roof pitches, conducting inspections on roofs can be dangerous. NIRMA recommends being trained on and using fall prevention and protection, contracting for preventative maintenance inspections of roofs with an experienced professional, or the use of a drone to photograph/document roof condition. *SEE ROOF INSPECTION ILLUSTRATION

Roof Inspection	Yes	No
1. Roof is inspected monthly		
2. Access to rooftop is safe and secure		
3. Rooftop equipment is securely fastened		
4. No missing screws or connectors on equipment housing or strapping		
5. Satellite dishes secured by concrete blocks		
6. All flashing, shingles and gutter system is secure		
7. Gutter system is clear of all obstructions		

8. All debris and clutter are removed from roof, nothing stored on roof		
9. No sign of hail damage		
10. Hail guards installed to protect roof-mounted HVAC equipment		
11. Skylights are rated for hail impact		
12. No standing water on roof (should be gone within 48 hours of water event)		
13. Snow not permitted to accumulate		
14. No discoloration of roof surface		
15. No sign of cracks or punctures in roof or caulking		
16. Photos of roof taken for documentation		
17. Document year and type of roof		
18. No loose roof panels		
19. No daylight seen from below		
Comments: 		

Lightning Protection	Yes	No
1. Is the building equipped with lightning protection		
2. Lightning protection visually inspected annually		
3. All down conductors and grounding electrodes are intact		
4. All conductors and components are fastened securely to their mounting surfaces and are protected against accidental mechanical displacement		
Comments: 		

Vermin and Pest Control	Yes	No
1. Bait stations and traps installed		
2. Bait stations and traps monitored at least bi-weekly		
3. Good sanitation procedures in place		
4. Food storage measures in place		
5. Visual inspection of interior/exterior for evidence of rodent damage and debris		
6. Cracks/holes in building/foundation sealed		
Comments:		

Vacant Buildings	Yes	No
1. Building locked, window/door locks in working order		
2. "No Trespassing" posted and visible		
3. Visually inspected regularly for damage/vandalism		
4. Roof hatches secured		
5. Burglar/Fire alarm system functional		
6. Fire sprinkler system functional and inspected (see fire prevention)		
7. Exterior lights in working order, on timer or photocell		
8. Roof inspected regularly		
9. Plumbing inspected regularly		
10. Inspected regularly for signs of vermin/pest damage		
Comments:		

CAUTION!

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