CED Facility Inspection Checklist



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/exterior 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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