Date

Initials

Alarm Systems

The following checklist covers automated smoke and carbon monoxide detectors, and burglar alarm systems throughout the building. PM consists of validating that all equipment is present and functional on a monthly basis. Only certified professionals should effect repairs or routine maintenance procedures to wired-in alarm systems. Maintenance staff should accompany professionals during statutory inspections.

According to The National Fire Protection Association, public facilities must have a properly maintained egress system that includes panic hardware for releasing door latches, rescue and ventilation windows, emergency lighting, and other features. The NFPA *Life Safety Code®* also mandates that facilities be equipped with a fire alarm system that is regularly maintained according to the requirements of NFPA 72, *National Fire Alarm Code®*, and NFPA 70, *National Electric Code®*. *(PM for smoke and carbon monoxide detectors/alarms that are not part of the automated system can be found under the "Semi-Annual" section of the book.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

Smoke & carbon monoxide detectors (room/ceiling-mounted)

- ☐ Operation
  Procedure: For smoke detection, use UL-approved smoke alarm tester in aerosol can. One spray will activate both photo electric and ionization detectors. For carbon monoxide, follow specific manufacturers' instructions for testing the circuitry and sensor.
- ☐ Battery efficiency
- ☐ Hard wire connections
- ☐ Housing condition
- ☐ Overall condition

Smoke: central system

(Note: Before performing this check, call the central fire station to notify them that a test will take place. Be sure to call the station after the test to let them know it is complete. Individual systems vary. This procedure may need to be adapted. Follow manufacturer's instructions at all times.)

- ☐ Operation
  Procedure: Press and hold the test switch or smoke detector. The alarm should sound, and the fire light on the panel should illuminate. Allow the system to remain on for 1-2 minutes, then use the disarm code.

☐ Burglar: generic system

(Note: Many systems are self-tested on a daily basis. Normally if one fails, a trouble light will go on. However, the burglar alarm process is similar to the central smoke alarm testing process, and the same procedure should be followed to ensure that the system is in operation. Manufacturer's instructions should be followed at all times.)

☐ Other

Date

Initials

Alarm Systems

MONTHLY

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Smoke & carbon monoxide detectors** (room/ceiling-mounted)
- ☐ **Smoke: central system**
- ☐ **Burglar: generic system**
- ☐ **Other**

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Date

Initials

Doors & Windows

Almost all facility areas contain doors and windows. Windows can range from small panes in doors, to large, full-wall windows. They can also be single- or double-hung and can incorporate a range of materials such as wood, steel, aluminum, or rubber. Panes in both windows and doors may be composed of wire-reinforced glass, tempered glass, or other materials such as fiberglass or acrylic plastics. Accidental mishandling and vandalism can cause damage such as broken panes or unstable frames, which can threaten life safety. Monthly PM includes inspection and repair of such problems. Window composition, weather sealing materials, insulation, and pane thickness can impact energy usage. Inspections should include weatherstripping and integrity of the window sealing system and trim materials. *(The **Alarm Systems** checklist may be applicable to some door and window setups. This checklist should be applied to all areas that have windows and doors, including: **Business Offices**, **Laundry Facilities, Building Entryways,** and **Fitness/Recreation Areas.**)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

Windows

- ☐ Integrity of double- or triple-paned window systems
- ☐ Screen condition
- ☐ Storm window condition
- ☐ Lock operation
- ☐ Frame alignment and condition
- ☐ Security
- ☐ Weather sealing condition
- ☐ Paint or surface condition
- ☐ Blind function and condition
- ☐ Hardware condition and lubrication
- ☐ Overall condition

Doors and hardware

- ☐ Automatic closure operation
- ☐ Lock operation
- ☐ Hardware condition and lubrication
- ☐ Weather sealing condition
- ☐ Pane condition and sealing integrity
- ☐ Paint or surface condition
- ☐ Frame alignment and condition
- ☐ Door stop placement and stability
- ☐ Alarm system operation
- ☐ Overall condition

☐ Other

Date

Initials

Doors & Windows

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Windows**
- ☐ **Doors and hardware**
- ☐ **Other**

MONTHLY

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Date
Initials

Gas Connections

The following check should be performed monthly for all gas connections and main valves throughout the facility. The gas company should be contacted if:

- There is an odor of gas anywhere at any time
- Valves cannot be turned off or appear to be rusted or damaged
- Minor repairs are needed and maintenance personnel do not have adequate training or tools

When gas is detected by odor, building occupants should immediately evacuate, and the gas company and fire department should be contacted.

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

Possible undetected leakage: visually check – do not open and close valves

☐ Operation
Procedure: Perform a bubble test with soap and water, or use a handheld combustible gas detector (of professional quality).

☐ **Other**

Date

Initials

Gas Connections

MONTHLY

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Possible undetected leakage**
- ☐ **Other**

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Date

Initials

Building Entryways

The building entryways are a significant reflection on the facility as a whole, and are often the first stop in the building for residents, prospective residents or buyers, and visitors. The area should be consistently clean, functional, and accessible. In addition to serving as a point of initial access, the main entryway may feature mailboxes, security equipment, and a reception area and desk, which should be secure and operational.

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

Entryway

- ☐ Overall condition of steps or ramps, if applicable, for structural integrity and general appearance, free of obstacles or debris
- ☐ Operation and lubrication of doors, hardware, hinges, and locks
- ☐ Compliance with requirements for egress
- ☐ Condition and cleanliness of windows and/or glass partitions
- ☐ Condition of walls and baseboards
- ☐ Slip-resistance of floors and condition of coverings
- ☐ Overall operation of intercoms and/or buzzers
- ☐ Overall operation of lighting
- ☐ Condition of signage and compliance with ADA, if applicable

Reception desk and visitor seating/ furnishings

- ☐ Overall condition

Elevators *(Repair or servicing requires licensed contractors)*

- ☐ Overall function and cleanliness
- ☐ Currency of licenses and state inspection
- ☐ Function of emergency phone

Stairwells

- ☐ Overall appearance and structural integrity
- ☐ Compliance with egress requirements
- ☐ Adequacy of lighting
- ☐ Accessibility
- ☐ Overall condition for deficiencies such as rust, vandalism, or handrail malfunction/sharp edges

Fire extinguishers *(See also the annual **Fire Extinguisher** checklist)*

- ☐ Overall condition, including recharge, currency, and location for ease of access

Date

Initials

Building Entryways

MONTHLY

Mailboxes

- ☐ Overall condition and function of locks
- ☐ Proper lubrication of working parts
- ☐ Cleanliness of face plates
- ☐ Security of housing, in compliance with current postal regulations
- ☐ Accuracy and visibility of signage/accessibility of tactile (Braille) lettering, where required
- ☐ Condition and function of slots and depositories for outgoing mail and packages

Buzzers/intercom

- ☐ Overall function
- ☐ Appropriateness of audible signals, tone, and volume
- ☐ Security of mounting

Entrance locks

- ☐ Overall security and function
- ☐ Proper lubrication
- ☐ Responsiveness of internal mechanisms

Communication devices

- ☐ Overall condition and function of intercoms and telephones
- ☐ Security and cleanliness of housing
- ☐ Visibility and legibility of clear instructions

☐ Safety

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Building Entryways

Date
Initials

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Entryway**
- ☐ **Reception desk and visitor seating/ furnishings**
- ☐ **Elevators**
- ☐ **Stairwells**
- ☐ **Fire extinguishers**
- ☐ **Mailboxes**
- ☐ **Buzzers/intercom**
- ☐ **Entrance locks**
- ☐ **Communication devices**
- ☐ **Safety**

Date

Initials

Restrooms

The following checklist should be applied monthly to all common area restrooms. *(PM for general features such as **Lighting**, **Alarm Systems**, **Fire Extinguishers**, **Doors & Windows**, and **HVAC Systems** also applies to this area. Refer to the corresponding checklists.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

Fire safety

- ☐ Electrical outlet load
- ☐ Positioning of paper/flammable materials away from heat sources
- ☐ Accessible route
- ☐ Visible exit

ADA compliance, as applicable

- ☐ Accessible toilet stalls with wheelchair turning radius
- ☐ Accessible sinks
- ☐ Accessible mirror
- ☐ Grab bar stability and condition
- ☐ Special features function, such as "help" mechanisms and automated systems
- ☐ Overall condition

Plumbing

- ☐ Component condition for deficiencies such as leakage, corrosion, and failure potential

☐ Ground-fault interrupter function

Sinks and hardware

- ☐ Faucet function and hardware condition
- ☐ Drain function
- ☐ Water flow/pressure
- ☐ Overall condition

Urinals

- ☐ Water flow/pressure
- ☐ Cap and part condition
- ☐ Overall condition

Toilets

- ☐ Water flow/pressure
- ☐ Cap and part condition
- ☐ Seat support condition
- ☐ Overall condition

Doors

- ☐ Security
- ☐ Lock function
- ☐ Overall condition

Date

Initials

Restrooms

MONTHLY

- ☐ **Dispenser operation and condition** (soap, paper towels, etc.)
- ■ **Partitions**
  - ☐ Stability
  - ☐ Surface condition for deficiencies such as sharp or worn areas, rust, or vandalism
  - ☐ Part condition
  - ☐ Security of latches
  - ☐ Overall condition
- ■ **Trash receptacles**
  - ☐ Sanitation condition
  - ☐ Stability
  - ☐ Overall condition
- ■ **Mirrors**
  - ☐ Cleanliness
  - ☐ Overall condition for deficiencies such as cracks, sharp edges, or vandalism
- ☐ **Overall cleanliness**
- ☐ **Overall appearance** for damage and vandalism such as graffiti
- ■ **Fire extinguisher** *(Check for these items monthly, and see also annual inspection of* ***Fire Extinguishers****)*
  - ☐ Tag currency
  - ☐ Placement in correct proximity to potential hazards per code
  - ☐ Housing condition
  - ☐ Hose condition
  - ☐ Overall condition
- ☐ **Other**

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Date

Initials

Restrooms

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Fire safety**
- ☐ **ADA compliance, as applicable**
- ☐ **Plumbing**
- ☐ **Ground-fault interrupter**
- ☐ **Sinks and hardware**
- ☐ **Urinals**
- ☐ **Toilets**
- ☐ **Doors**
- ☐ **Dispensers**
- ☐ **Partitions**
- ☐ **Trash receptacles**
- ☐ **Mirrors**
- ☐ **Overall cleanliness**
- ☐ **Overall appearance**
- ☐ **Fire extinguisher**
- ☐ **Other**

Date

Initials

Business Offices

The following monthly checklist is for the special features of the multi-family facility's business offices. *(Preventive maintenance for general features including **Lighting**, **Alarm Systems**, **Fire Extinguishers**, **Doors & Windows**, and **HVAC Systems** also applies to this area. Refer to the corresponding checklists.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

Fire safety

- ☐ Electrical outlet load
- ☐ Positioning of paper/flammable materials away from heat sources
- ☐ Accessible route
- ☐ Visible exit

Emergency control panels

- ☐ Operation
- ☐ Part condition
- ☐ Overall condition

☐ **Flooring condition** for deficiencies such as excessive wear, tears, stains, and tripping hazards

☐ **Walls/ceiling condition**

Furniture: desks, chairs, tables, and shelves

- ☐ Stability
- ☐ Surface condition for deficiencies such as sharp or rough edges or protruding hardware
- ☐ Lubrication of movable parts
- ☐ Overall condition

File cabinets

- ☐ Stability
- ☐ Surface condition for deficiencies such as rough areas or protruding hardware
- ☐ Lock function
- ☐ Overall condition

Stationary partitions

- ☐ Stability
- ☐ Surface condition for deficiencies such as sharp or worn areas and vandalism
- ☐ Overall condition

Emergency address system

- ☐ Operation
- ☐ Condition/operation of speakers throughout the facility
- ☐ Overall condition

Date

Initials

Business Offices

MONTHLY

- **Fire extinguisher** *(See also annual inspection of **Fire Extinguishers**)*
  - ☐ Tag currency
  - ☐ Placement in correct proximity to potential hazards per code
  - ☐ Housing condition
  - ☐ Hose condition
  - ☐ Overall condition
- ☐ **Other**

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Business Offices

Date
Initials

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Fire safety**
- ☐ **Emergency control panels**
- ☐ **Flooring**
- ☐ **Walls/ceiling**
- ☐ **Furniture**
- ☐ **File cabinets**
- ☐ **Partitions**
- ☐ **Emergency address system**
- ☐ **Fire extinguisher**
- ☐ **Other**

Date

Initials

Common Kitchens

In apartment and condo facilities, common area kitchenettes and dining areas may contain pieces of equipment that can jeopardize life safety if preventive maintenance is neglected. The following monthly checklist includes common cooking equipment and dining furniture. *(Consult RSMeans* Facilities Maintenance & Repair Cost Data *for additional information on equipment components.)*

(Preventive maintenance for general features including ***Lighting, Alarm Systems, Fire Extinguishers, Doors & Windows,*** *and* ***HVAC Systems*** *also applies to this area. Refer to the corresponding checklists. See the Maintenance Cost Data in the* ***Appendix*** *for a complete PM estimate for refrigerators/freezers.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

Fire safety

- ☐ Electrical outlet load per manufacturer and code
- ☐ Positioning of paper/flammable materials away from heat sources
- ☐ Accessible route
- ☐ Emergency exit visibility

Equipment

(Note: For each item, check overall condition, switches, timer, piping and valves for leaks, wiring, pilots, doors, gaskets, and belts, where applicable. Always follow manufacturers' guidelines.)

- ☐ Beverage dispenser
- ☐ Dishwasher
- ☐ Garbage disposal
- ☐ Stove
- ☐ Refrigerator
- ☐ Sink

☐ Gas connections *(See also monthly inspection of* ***Gas Connections****)*

☐ Flooring condition for deficiencies

such as excessive wear, stains, and tripping hazards

Exhaust system

- ☐ Hood function and condition
- ☐ Grease trap function, cleanliness, condition
- ☐ Filter condition
- ☐ Exhaust duct condition
- ☐ Fan function and condition
- ☐ Supply duct condition (if applicable)

☐ Ground-fault interrupter function

Date

Initials

Common Kitchens

MONTHLY

- **Furniture: counters, tables, benches, and chairs**
  - ☐ Stability
  - ☐ Lubrication of movable parts
  - ☐ Surface condition for deficiencies such as rough/sharp areas or protruding hardware
  - ☐ Overall condition
- **Fire extinguisher** *(See also annual inspection of **Fire Extinguishers**)*
  - ☐ Tag currency
  - ☐ Placement in correct proximity to potential hazards per code
  - ☐ Housing condition
  - ☐ Hose condition
  - ☐ Overall condition
- ☐ **Safety signage, as applicable**
- ☐ **Other**

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Common Kitchens

Date	
Initials	

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Fire safety**
- ☐ **Equipment**
- ☐ **Gas connections**
- ☐ **Flooring condition**
- ☐ **Exhaust system**
- ☐ **Ground-fault interrupter**
- ☐ **Furniture**
- ☐ **Fire extinguisher**
- ☐ **Safety signage, as applicable**
- ☐ **Other**

Date

Initials

Fitness / Recreation Areas

Many apartment and condo facilities feature a fitness / recreation area, which may range in size from a small room with a few pieces of fitness equipment to a larger center with extensive weight and cardiovascular equipment, a locker room, and other amenities. These areas may experience heavy traffic that can have a dramatic impact on the life expectancy of the equipment. Monthly preventive maintenance is critical. Consult the manufacturers of exercise and weight equipment for additional maintenance requirements. *(Preventive maintenance for general features including **Lighting, Alarm Systems, Fire Extinguishers, Doors & Windows,** and **HVAC Systems** also applies to this area. Refer to the corresponding checklists.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

Fire safety

- ☐ Electrical outlet load per manufacturer's specifications and code
- ☐ Positioning of flammable materials away from heat sources
- ☐ Accessible route
- ☐ Emergency exit visibility

Floors and mats

- ☐ Surface integrity
- ☐ Overall condition for deficiencies such as excessive wear, stains, tears, and tripping hazards

Walls/ceiling

- ☐ Paint condition
- ☐ Plaster/drywall condition
- ☐ Overall condition

Sound/speaker system

- ☐ Operation
- ☐ Clarity

Television and mounting/support

- ☐ Overall function and condition

☐ Lighting fixture protection condition

Exercise/weight equipment

- ☐ Bolt condition
- ☐ Fastener condition
- ☐ Cable condition
- ☐ Electrical connection condition
- ☐ Pad condition
- ☐ Runner condition
- ☐ Cleanliness
- ☐ Positioning
- ☐ Member integrity
- ☐ Condition of electrical cords
- ☐ Overall condition and cleanliness

Date

Initials

Fitness / Recreation Areas

MONTHLY

- **Weight benches and racks**
  - ☐ Stability
  - ☐ Condition of surface for deficiencies such as excessive wear, rough areas, or protruding hardware
  - ☐ Cleanliness
  - ☐ Positioning
  - ☐ Overall condition
- **Signage** *(See also monthly checklist for **Signage**)*
  - ☐ Currency of message
  - ☐ ADA compliance, if applicable
  - ☐ Location
  - ☐ Overall condition
- **Fire extinguishers** *(See also annual checklist for **Fire Extinguishers**)*
  - ☐ Tag currency
  - ☐ Placement in correct proximity to potential hazards per code
  - ☐ Housing condition
  - ☐ Hose condition
  - ☐ Overall condition
- **Trash receptacles**
  - ☐ Location
  - ☐ Overall condition
- ☐ **Clock operation**
- **Closets/equipment storage area**
  - ☐ Door/lock operation
  - ☐ Cleanliness
  - ☐ Appearance, interior and exterior
  - ☐ Overall condition for debris and safety hazards and sharp protrusions
- **Water fountain and/or cooler**
  - ☐ Cleanliness
  - ☐ Appliance operation and condition
  - ☐ Furniture and cleanliness
  - ☐ Floor condition and cleanliness
- **Mirrors and other glass surfaces**
  - ☐ Cleanliness
  - ☐ Absence of cracked/broken surfaces or rough edges
- ☐ **Overall condition** for deficiencies such as mold/mildew or rough surfaces
- ☐ **Other**

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Fitness / Recreation Areas

Date
Initials

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Fire safety**
- ☐ **Floors and mats**
- ☐ **Walls/ceiling**
- ☐ **Sound/speaker system**
- ☐ **Television and mounting**
- ☐ **Lighting protection**
- ☐ **Exercise/weight equipment**
- ☐ **Weight benches and racks**
- ☐ **Signage**
- ☐ **Fire extinguishers**
- ☐ **Trash receptacles**
- ☐ **Clock**
- ☐ **Closets/equipment storage area**
- ☐ **Water fountain and/or cooler**
- ☐ **Mirrors and other glass surfaces**
- ☐ **Overall condition**
- ☐ **Other**

Date

Initials

Locker Rooms

The following monthly checklist applies to separate areas that house lockers for use by building occupants and visitors, as well as those that function as part of a complete fitness center within the building that features sport equipment, sport lockers, showers, and changing areas. *(Preventive maintenance for general features including **Restrooms, Lighting, Alarm Systems, Fire Extinguishers, Doors & Windows,** and **HVAC Systems** also applies to this area. Refer to the corresponding checklists. See the Maintenance Cost Data in the **Appendix** for a complete PM estimate for showers.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

Fire safety

- ☐ Electrical outlet load
- ☐ Positioning of flammable materials away from heat sources
- ☐ Accessible route
- ☐ Emergency exit visibility

Benches or stools

- ☐ Surface condition for deficiencies such as excessive wear, rough areas, rust, mineral deposits, or protruding hardware
- ☐ Stability
- ☐ Cleanliness
- ☐ Overall condition

Bulletin board

- ☐ Mounting condition/stability
- ☐ Overall appearance
- ☐ Overall condition

Flooring

- ☐ Surface integrity
- ☐ Overall condition for deficiencies such as excessive wear, stains, tears, and tripping hazards

Lockers

- ☐ Lock operation
- ☐ Hinge condition
- ☐ Paint condition
- ☐ Shelf stability and condition
- ☐ Overall appearance and interior cleanliness
- ☐ Overall condition of lockers (group appearance)

Plumbing *(See also **Restrooms** checklist)*

- ☐ Faucet and pipe connection condition for deficiencies such as leaks, corrosion, and failure potential
- ☐ Fan operation and filter cleanliness
- ☐ Overall appearance
- ☐ Overall condition

Date

Initials

Locker Rooms

MONTHLY

Showers

- ☐ Fixture condition
- ☐ Surface/tile condition
- ☐ Swimsuit spin dryer condition/function
- ☐ Drain function and condition
- ☐ Adequate ventilation
- ☐ Overall condition

Sinks and faucets

- ☐ Drainage function
- ☐ Hardware condition
- ☐ Overall condition

Trash receptacles

- ☐ Location
- ☐ Overall condition

Walls/ceiling

- ☐ Paint condition
- ☐ Plaster/drywall condition
- ☐ Overall condition

Signage *(See also **Signage** checklist)*

- ☐ Cleanliness
- ☐ Message currency
- ☐ General appearance
- ☐ Overall condition

Fire extinguishers *(See also annual checklist for **Fire Extinguishers**)*

- ☐ Tag currency
- ☐ Placement in correct proximity to potential hazards per code
- ☐ Housing condition
- ☐ Hose condition

☐ Overall condition for deficiences such as mold, mildew, odor, unclean areas

☐ Other

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Locker Rooms

Date
Initials

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Fire safety**
- ☐ **Benches or stools**
- ☐ **Bulletin board**
- ☐ **Flooring**
- ☐ **Lockers**
- ☐ **Plumbing**
- ☐ **Showers**
- ☐ **Sinks and faucets**
- ☐ **Trash receptacles**
- ☐ **Walls/ceiling**
- ☐ **Signage**
- ☐ **Fire extinguishers**
- ☐ **Overall condition**
- ☐ **Other**

Date

Initials

Laundry Facilities

By virtue of its function, a laundry facility in a multi-family housing complex necessitates cleanliness, safety, and properly operating equipment. In addition to equipment and a sink, the area may feature chairs and tables for waiting and sorting laundry, and even a television or radio. Residents should be made aware of their role in helping to keep the equipment functioning properly, such as cleaning the lint filters in dryers after each use and reporting any malfunctions immediately.

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

- **Plumbing connections**
  - ☐ Overall function and condition
- **Lights**
  - ☐ Overall function and condition
- **Windows/screens**
  - ☐ Overall function and condition
- **Equipment**
  - Washing machines
    - ☐ Faucet connection operation
    - ☐ Hose condition for weakness or bubbles
    - ☐ Hose clamp condition
    - ☐ Overall function and condition
  - Dryers
    - ☐ Filter and receptacle condition for deficiencies such as tears or clogs
    - ☐ Cabinet cleanliness/lint removal in area
    - ☐ Overall function and condition
- **Sinks**
  - ☐ Drain condition and faucet function
- **Floors**
  - ☐ Drain condition and function
  - ☐ Overall condition
- **Fire extinguishers** *(See also the annual **Fire Extinguishers** checklist)*
  - ☐ Overall function and condition
- **Doors**
  - ☐ Security
  - ☐ Lock function
  - ☐ Hardware condition
  - ☐ Access/emergency egress
  - ☐ Overall condition
- **Benches/chairs**
  - ☐ Stability and integrity
  - ☐ Overall condition

Date

Initials

Laundry Facilities

MONTHLY

- **Tables/counters**
  - ☐ Stability and integrity
  - ☐ Overall condition
- **Trash receptacles**
  - ☐ Sanitation condition
  - ☐ Stability
  - ☐ Overall condition
- **Vents/exhaust fans**
  - ☐ Cleanliness/free of lint
- **Timers** (if applicable)
  - ☐ Overall function and condition
- **Signage**
  - ☐ Currency of message
  - ☐ Legibility
  - ☐ Location
  - ☐ Overall condition
- **Amenities**
  - Television/radio
    - ☐ Overall condition, function, and security
  - Bulletin board
    - ☐ Structural integrity
    - ☐ Overall condition
  - Vending machines
    - ☐ Overall operation and condition
- ☐ **Overall condition and cleanliness** for deficiencies such as odor, mildew/mold, or dampness
- ☐ **Other**

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Laundry Facilities

Date
Initials

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Plumbing connections**
- ☐ **Lights**
- ☐ **Windows/screens**
- ☐ **Equipment**
- ☐ **Sinks**
- ☐ **Floors**
- ☐ **Fire extinguishers**
- ☐ **Doors**
- ☐ **Benches/chairs**
- ☐ **Tables/counters**
- ☐ **Trash receptacles**
- ☐ **Vents/exhaust fans**
- ☐ **Timers**
- ☐ **Signage**
- ☐ **Amenities**
- ☐ **Overall condition**
- ☐ **Other**

Date

Initials

Swimming Pools

Swimming pool maintenance should be performed in conjunction with a service contractor. Preventive maintenance in this area consists of validating that all equipment is present and functional on a monthly basis. Only certified professionals should effect repairs or maintenance procedures more advanced than manufacturers' prescribed chemical treatments and cleaning. Maintenance staff should accompany professionals during statutory inspections and maintenance to ensure that the physical work complies with contract and manufacturers' specifications. Any electrical outlet near water should be serviced by a ground-fault circuit-interrupter (GFI) to protect users from electrical shock. *(Preventive maintenance for general features including **Restrooms**, **Lighting**, **Alarm Systems**, **Fire Extinguishers**, **Doors & Windows, Paved Areas, Fences,** and **HVAC Systems** also applies to this area. Refer to the corresponding checklists. See the Maintenance Cost Data in the **Appendix** for a complete PM estimate for pools.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

- ☐ **Fire safety**
  - ☐ Electrical outlet load
  - ☐ Positioning of flammable materials away from heat sources
  - ☐ Accessible route
  - ☐ Emergency exit visibility
- ☐ **Automatic fill device function**
- ☐ **Control condition**
- ☐ **Electrical component condition**
- ☐ **Pump/filter/chlorination function**
- ☐ **Thermostat**
- ☐ **Ground-fault interrupter function**
- ☐ **Heater function**
- ☐ **Measuring unit function**
- ☐ **Meter function** (volume, compound, velocity-type, and head-area meters)
- ☐ **Orifice plate condition**
- ☐ **Recorder function**
- ☐ **Tube condition**
- ☐ **Venturi device function**

Date

Initials

Swimming Pools

MONTHLY

- **Whirlpool function** *(if applicable)*
  - Timer function
  - Drainage function
  - Emergency switch function
- **Deck**
  - Caulking condition
  - Surface condition for deficiencies such as rough areas and tripping and slippage hazards
  - Overall condition
- **Fence/gates**
  - Code conformance of members
  - Anchor function
  - Latch function
  - Overall condition
- **Handrails/ladders**
  - Stability
  - Hardware condition
  - Overall condition
- **Floating lane divider condition**
- **Equipment storage closet condition**
- **Pool and water light operation**
- **Safety equipment condition and function**
  - Shepherd's hook location and condition
  - Life ring location and condition
  - Emergency key box with key at entry point condition (for access by emergency personnel)
  - Emergency telephone operation
- **Steps/treads**
  - Security
  - Tread conditions
- **Self-cleaning system function**
- **Showers**
  - Faucet condition
  - Tile condition
  - Caulking condition
  - Overall condition
- **Water condition and cleanliness**
  (Note: Must comply with local health standards. The County Health Department or local water management authority determines health standards in most communities. Standards must be posted within pool area.)
- **Caulking/coping condition**
- **Cover condition**
- **Furniture/stands condition**
- **Piping/joint condition**
- **Pool tile/plaster**
  - Tile and joint caulking condition
  - Overall condition

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Swimming Pools

Date
Initials

- **Signage** *(See also monthly checklist for **Signage**)*
  - Compliance with codes and standards
  - Message currency
  - Visibility
  - Overall condition
- **Vent condition**
- **Drain and cover condition**
  (During the off-season when the pool is covered, check the fastening system security monthly to make sure it hasn't been tampered with.)
- **Fire extinguishers** *(See also annual checklist for **Fire Extinguishers**)*
  - Tag currency
  - Placement in correct proximity to potential hazards per code
  - Housing condition
  - Hose condition
  - Overall condition
- **Other**

Date

Initials

Swimming Pools

MONTHLY

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Fire safety**
- ☐ **Automatic fill device**
- ☐ **Controls**
- ☐ **Electrical components**
- ☐ **Pump/filter/chlorination**
- ☐ **Thermostat**
- ☐ **Ground-fault interrupter**
- ☐ **Heater**
- ☐ **Measuring unit**
- ☐ **Meters**
- ☐ **Orifice plates**
- ☐ **Recorders**
- ☐ **Tubes**
- ☐ **Venturi devices**
- ☐ **Whirlpool**
- ☐ **Deck**
- ☐ **Fence/gates**
- ☐ **Handrails/ladders**
- ☐ **Floating lane dividers**
- ☐ **Equipment storage closets**
- ☐ **Pool lights and other water lights**
- ☐ **Safety equipment**
- ☐ **Steps/treads**
- ☐ **Self-cleaning system**
- ☐ **Showers**
- ☐ **Water**
- ☐ **Caulking/coping**
- ☐ **Cover**
- ☐ **Furniture/stands**
- ☐ **Piping/joints**
- ☐ **Pool tile/plaster**
- ☐ **Signage**
- ☐ **Vents**
- ☐ **Drains and covers**
- ☐ **Fire extinguishers**
- ☐ **Other**

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Date

Initials

Play Areas

According to the National Program for Playground Safety (NPPS), over 200,000 children are treated in U.S. hospital emergency rooms each year for playground injuries. Play areas are associated with substantial liability and mandate frequent inspections and diligent maintenance. The wear of equipment and surfacing must be carefully monitored. Common equipment includes swingsets, climbing equipment and bars, slides, see-saws, sandboxes, merry-go-rounds, and skating areas, among other items.

Surfaced areas are of particular safety concern, as the NPPS found that over 70% of yearly injuries resulted from falls. [Although there are currently no established requirements for playground equipment, the U.S. Consumer Product Safety Commission (CPSC) offers recommended guidelines for the manufacture and installation of equipment and surfacing in its *Handbook for Public Playground Safety*.] Resilient surfaces, such as sand, mulch, and commercially prepared materials, are recommended beneath equipment to provide effective cushioning against falls. Child safety guidelines require a safe fall area extending around all equipment. Rubber matting and wood fibers generally both offer safe fall areas and comply with ADA accessibility requirements. Hard or abrasive surfaces such as blacktop, asphalt, gravel, grass, packed dirt, and concrete are not acceptable beneath most playground equipment. *(For more information on safety recommendations and CPSC's* Handbook for Public Playground Safety, *see the* ***Appendix****.)*

Under Titles II and III of The Americans with Disabilities Act, playground areas and equipment must be as accessible as possible to children and adults with disabilities. Often special ramps, surfaces, and equipment height requirements may be needed. At the minimum, there must be an accessible route to and through the areas, and 50% of elevated play components must be accessible by ramp or transfer platform.

Date

Initials

Play Areas

This checklist provides a general safety and maintenance protocol only, as play areas, surfaces, and equipment vary widely. Management should work with their insurance company to identify additional specific recommendations and should consult manufacturers' specifications. *(The **Fences**, **Signage**, and **Paved Areas** checklists also apply to this area.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of the checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

General safety

- ☐ Signage visibility and currency *(See also monthly **Signage** checklist)*
- ☐ Accessible safety/first aid equipment location
- ☐ Fence condition for deficiencies such as holes, protruding or loose parts, paint condition, inoperable gates, weed encroachment, and trash buildup *(See also semi-annual **Fences** checklist)*
- ☐ Overall condition of grounds for deficiencies such as vandalism, debris buildup, trash, or tripping hazards

Play equipment

- ☐ Performance as intended, as per manufacturers' specifications
- ☐ Location of each piece of equipment (more than 30" high) at least 9' away from trees, curbs, rocks, or other hard surfaces
- ☐ Stability (equipment must be securely anchored into the ground. Footings must be unexposed. Follow manufacturers' guidelines.)
- ☐ Surface condition for deficiencies such as excessive wear, rough or protruding edges, wood splintering, metal exposed to the sun (can cause burns), or rust
- ☐ Hardware condition for deficiencies such as open S-hooks, protruding or loose bolts, and loose parts
- ☐ Chain/cable condition for integrity and durability
- ☐ Paint condition for deficiencies such as chips, cracks, chalking, or rust
- ☐ Spring condition for deficiencies such as improper compression, rust, or breakage
- ☐ Lubrication of all adjacent moving parts

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Date

Initials

Play Areas

Play equipment *cont.*

- ☐ Railing stability and surface condition
- ☐ Drainage from surfaces (equipment should drain water properly to deter slippage)
- ☐ Overall condition and durability for deficiencies such as excessive wear, rot, rust, splintering, warping, cracking, insect infestation, or broken or missing parts

Play surfaces

- ☐ Asphalt: See **Paved Areas** checklist.
  (Note: Asphalt surfacing should not be used under playground equipment.)
- ■ Concrete
  (Note: Concrete surfacing should not be used under playground equipment.)
  - ☐ Overall condition for deficiencies such as tripping hazards, alkali-aggregate expansion, cavitation, honeycombing, spalling, chipping, cracks, crazing, dusting, efflorescence, charred surfaces, stains, lifts, pock marks/pop-outs, scaling, slippery areas, unevenness, or voids
- ■ Loose material: sand, gravel, wood fiber, or shredded rubber
  - ☐ Layer depth/coverage of ground (consistent depth of at least 12")
    Tip: Place depth marker nearby to ensure constant adequate depth.
  - ☐ Boundary/containment condition to ensure material stays where intended
  - ☐ Dispersion to ensure material evenly covers areas at least 6' in all directions from equipment *(See Consumer Product Safety Commission's recommendations in the* ***Appendix****)*
  - ☐ Material condition for deficiencies such as clumping, rot, or fungus infiltration
  - ☐ Drainage
  - ☐ Overall condition for deficiencies such as foreign objects, trash, and contamination from oil, grasses, gravel, animal matter, or weeds
- ■ Compressed rubber matting
  - ☐ Overall integrity and durability
  - ☐ Adherence to surface
  - ☐ Overall condition for deficiencies such as excessive wear, holes, curling, tightness of seams, tears, stains, vandalism, debris buildup, or trash
  - ☐ Adjacent area condition for objects that could harm material such as rocks, sticks, loose gravel, sand, or sprinkler overspray

MONTHLY

Date

Initials

Play Areas

MONTHLY

- Grass
  (Note: Grass should not be used under playground equipment.)
  - ☐ Overall condition for deficiencies such as overgrowth, exposed soil, excess fertilization (granules left on surface), contamination from foreign substances, rodent infestation (e.g., gopher holes), root encroachment, depressions, or other tripping hazards such as rocks, elevated sprinkler heads, hoses, field markers, exposed irrigation pipes, or base markers
- Soil
  (Note: Soil should not be used directly under playground equipment.)
  - ☐ Overall condition for deficiencies such as eroded areas, potholes, depressions, mud buildup, contamination from foreign substances, uneven surfaces, excess dust buildup, or tripping hazards such as root encroachment, base markers, or rocks

☐ **Other**

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Date
Initials

Play Areas

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **General safety**
- ☐ **Play equipment**
- ☐ **Play surfaces**
- ☐ **Other**

Date

Initials

Tennis Courts

The safety of residents and visitors is the focus of PM for tennis courts, which should be maintained monthly. Most tennis courts in apartment/condo facilities are made of concrete for durability. Frequent use can lead to rapid wear and tear. *(The **Exterior Lighting** and **Fences** checklists also apply to this area.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

Court surface

- ☐ Coating condition
- ☐ Overall condition for deficiencies such as ponding, cracks, holes, weed/root encroachment, tripping hazards, or excessive wear

Fencing *(See also semi-annual **Fences** checklist)*

- ☐ Post stability
- ☐ Alignment
- ☐ Backdrop condition (where applicable)
- ☐ Overall condition for deficiencies such as gaps, weed/root encroachment, sharp or protruding pieces, and failing areas

Gates

- ☐ Lock function
- ☐ Closure function
- ☐ Hinge condition
- ☐ Alignment
- ☐ Lubrication
- ☐ Webbing condition
- ☐ Overall condition

Nets

- ☐ Overall condition for deficiencies such as holes, slack areas, and sagging

Posts

- ☐ Alignment
- ☐ Hardware condition
- ☐ Stability
- ☐ Base integrity
- ☐ Overall condition

☐ Overall condition

☐ Other

Date

Initials

Tennis Courts

MONTHLY

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Court surface**
- ☐ **Fencing**
- ☐ **Gates**
- ☐ **Nets**
- ☐ **Posts**
- ☐ **Overall condition**
- ☐ **Other**

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Date

Initials

Landscape

While landscape is a separate discipline that may not be the responsibility of facilities' maintenance personnel, certain conditions in this category can compromise building and property integrity. For example, landscape drainage, if non-functional, has the potential to cause substantial damage to adjacent buildings and plantings, including moisture penetrating the building and erosion, leading to further costly problems. Flooding from obstructed drains can also drown plantings and cause root rot. Bushes and trees should be properly trimmed to deter vandals and burglars. Due to the comprehensive nature of preventive maintenance, certain critical areas within the landscape should be inspected monthly. Note: Make sure the actual number of drains and their locations correspond with those shown on the landscape design / site work drawings for the building. *(The **Irrigation Controllers** checklist also applies to this area.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

Drains

- ☐ Proper water flow
- ☐ Piping condition
- ☐ Cover condition
- ☐ Overall condition for obstructions

☐ **Vegetation condition** for deficiencies such as root systems near buildings and walkways, shrubs and trees near buildings and power lines, vines on buildings (except as designed), and overgrown shrubs

Irrigation systems *(See also annual **Irrigation Controllers** checklist)*

- ☐ Sprinkler head operation and direction of water flow
- ☐ Freeze/rain sensor function and condition
- ☐ Piping integrity
- ☐ Run-off condition
- ☐ Proper winterization

☐ **Overall appearance**

☐ **Other**

Date

Initials

Landscape

MONTHLY

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Drains**
- ☐ **Vegetation**
- ☐ **Irrigation systems**
- ☐ **Overall appearance**
- ☐ **Other**

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Date	
Initials	

Paved Areas

(Walkways, Driveways, & Parking)

Paved surfaces, generally within parking and driving areas, are subject to extensive wear and tear from vehicular and pedestrian traffic. Because such deficiencies as potholes, broken edges, and eroded areas can jeopardize life safety, it is essential for maintenance personnel to check these areas monthly, anticipating and promptly addressing any failing elements. The Americans with Disabilities Act also requires accessible parking spaces and pathways, slip-resistant surfaces, and curb cuts for public facilities of a certain size and type.

This checklist can be applied to walkways, parking lots, driveways, and some athletic activity areas. *(See also **Play Areas** and **Tennis Courts**.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note that deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

- ☐ **Parking bumper condition and position**
- ☐ **Speed bump condition**
- ☐ **Striping and pavement signage condition**
- ☐ **ADA compliance, as applicable**
- ■ **Signage** *(See also **Signage** checklist)*
  - ☐ Compliance with applicable codes and standards
  - ☐ Message currency
  - ☐ Visibility
  - ☐ Overall condition
- ☐ **Curb/edge condition**
- ☐ **Surface condition** for deficiencies such as buildup from salt, ice melting materials, motor oil, or gasoline
- ☐ **Drainage**
- ☐ **Overall appearance**
- ☐ **Overall condition** for deficiencies such as potholes, softening, erosion, weed and root encroachment, chalking, cracking, and tripping hazards
- ■ **Parking structures**
  - ☐ Structural integrity
  - ☐ Access and egress
  - ☐ Lighting function
  - ☐ Drainage function
  - ☐ Sump pump function
  - ☐ Emergency telephone stations for functional integrity
  - ☐ Guard house function and access
  - ☐ Physical conditions for integrity

Date

Initials

Paved Areas

(Walkways, Driveways, & Parking)

MONTHLY

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Parking bumpers**
- ☐ **Speed bumps**
- ☐ **Striping and pavement signage**
- ☐ **ADA compliance**
- ☐ **Signage**
- ☐ **Curbs/edges**
- ☐ **Surface condition**
- ☐ **Drainage**
- ☐ **Overall appearance**
- ☐ **Overall condition**
- ☐ **Parking structures**
- ☐ **Other**

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Date	
Initials	

Signage

Signage is not only important for directing residents and visitors, but it is also a reflection of the facility's character. Dirty, damaged, or inaccurate signage can send the wrong message by making the site as a whole appear neglected. It can also jeopardize the safety of users. Signage must comply with codes and standards, such as the ADA, and is important for alerting area users of potential hazards, recent changes, or other important messages. A critical eye is needed in the maintenance process to address and anticipate sign inadequacy. The following monthly checklist applies to wall-mounted and pole-mounted exterior signage, as well as interior signage.

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

- ☐ **Compliance with codes and standards, such as the ADA**
- ☐ **Cleanliness**
- ☐ **Accuracy of message**
- ☐ **Visibility of lettering and numbering**
- ☐ **Adherence to surface or stabilizer**
- ☐ **Hardware condition**
- ☐ **Illumination** (if applicable)
- ☐ **Location and visibility**
- ☐ **Paint condition**
- ☐ **Overall appearance**
- ☐ **Overall condition** for deficiencies such as excessive wear, missing or broken parts, or obstruction from view
- ☐ **Other**

Date

Initials

Signage

MONTHLY

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Compliance with codes and standards**
- ☐ **Cleanliness**
- ☐ **Message**
- ☐ **Lettering and numbering**
- ☐ **Adherence**
- ☐ **Hardware**
- ☐ **Illumination**
- ☐ **Location and visibility**
- ☐ **Paint**
- ☐ **Overall appearance**
- ☐ **Overall condition**
- ☐ **Other**

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Date
Initials

Exterior Stairs, Decks, Balconies, & Patios

Often, multi-family housing has common-use exterior stairways, as well as individual decks and balconies. Maintenance personnel should carefully check the building materials, particularly concrete and wood, on a monthly basis. *(The **Lighting: Exterior & Interior** checklist is also applicable to these areas.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

- ☐ **Overall appearance**
- **Concrete**
  - ☐ Expansion joint condition
  - ☐ Metal spaces condition
  - ☐ Overall condition for deficiencies such as alkali-aggregate expansion, cavitation, honeycombing, spalling around projections, chips, cracks, crazing, dusting, efflorescence, charred and spalled surfaces, stains, lifted areas, pock marks/pop-outs, scaling, tripping hazards, unevenness, or voids
- **Railings**
  - ☐ Stability
  - ☐ Hardware condition
  - ☐ Overall condition
- **Stucco**
  - ☐ Overall condition for deficiencies, such as chipping, flaking, efflorescence, and cracks
  - ☐ Paint appearance and integrity
- **Brick**
  - ☐ Mortar integrity
  - ☐ Grout condition
  - ☐ Overall condition for deficiencies such as cracks and misalignment
- **Wood**
  - ☐ Stability
  - ☐ Overall condition for deficiencies such as dry rot, termites, instability, worn edges, cracks, holes, and splintering
- **Metal surfaces**
  - ☐ Overall condition for deficiencies such as discoloration, cracking, rust, peeling, or splitting
  - ☐ Condition of joints and fasteners
  - ☐ Condition of paint
- **Coverings**
  - ☐ Surface condition
  - ☐ Overall integrity
  - ☐ Overall condition

Date

Initials

Exterior Stairs, Decks, Balconies, & Patios

MONTHLY

- ☐ **Grade appearance**
- ☐ **Footings/foundation**
  - ☐ Stability
  - ☐ Overall condition for deficiencies such as cracks and broken or missing components
- ☐ **Decking waterproofing system** for deficiencies such as cuts, tears, or blisters (ensure that water flow is away from the building)
- ■ **Fire escapes**
  - ☐ Structural integrity
  - ☐ Overall function (according to local building and fire code requirements)
  - ☐ Overall condition
- ■ **Safety**
  - ☐ Access and egress
  - ☐ Sufficient distance maintained between flammables and other surfaces
  - ☐ Overall condition of access points (doors, windows, screens, and thresholds)
- ☐ **Other**

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Exterior Stairs, Decks, Balconies, & Patios

Date

Initials

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Overall appearance**
- ☐ **Concrete**
- ☐ **Railings**
- ☐ **Stucco**
- ☐ **Brick**
- ☐ **Wood**
- ☐ **Metal surfaces**
- ☐ **Coverings**
- ☐ **Grade**
- ☐ **Footings/foundation**
- ☐ **Fire escapes**
- ☐ **Decking waterproofing system**
- ☐ **Safety**
- ☐ **Other**

Maintenance Carts

Date
Initials

MONTHLY

Maintenance carts, usually battery-operated golf-type carts for accessing facility grounds, should be serviced monthly in accordance with the manufacturer's recommendations. All operational elements should be tested to ensure proper working order. Special attention should be given to items that appear worn or abused. Operational safety should be the primary focus. Consult the vendor for service agreement guidelines and coverage.

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

- ☐ **Battery efficiency**
- ☐ **Canopy condition**
- ☐ **Horn operation**
- ☐ **Motor condition**
- ☐ **Lubrication of moving parts** (per manufacturer's recommendations)
- ☐ **Seat and floor mat condition**
- ☐ **Rearview mirror condition and mounting**
- ☐ **Seat belts function**
- ☐ **Tire condition**
- ☐ **Windshield condition**
- ☐ **Overall condition**
- ☐ **Other**

Date

Initials

Maintenance Carts

MONTHLY

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Battery**
- ☐ **Canopy**
- ☐ **Horn**
- ☐ **Motor**
- ☐ **Lubrication**
- ☐ **Seats and floor mats**
- ☐ **Rearview mirror**
- ☐ **Seat belts**
- ☐ **Tires**
- ☐ **Windshield**
- ☐ **Overall condition**
- ☐ **Other**

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Date

Initials

Non-Power Gates

The operational integrity of gates is crucial to ensure that safety and controlled access are not compromised. Whereas automated gates should be inspected bi-weekly, non-power gates should be examined monthly. *(See the Maintenance Cost Data in the **Appendix** for a complete PM estimate for gates.)*

Use this checklist as a guide for auditing building elements and performing appropriate PM procedures. Note deficiencies and required maintenance and repair at the end of this checklist. Check each box when the item has been inspected and any necessary PM tasks have been performed.

MONTHLY

- **Chains**
  - Linkage condition
  - Lubrication
  - Overall condition for deficiencies such as cracks and excess tension
- **Emergency key boxes**
  - Hinge condition and operation
  - Lock condition and operation
  - Key placement
  - Overall condition
- **Hinge condition and lubrication**
- **Weld joint condition**
- **Bolt and screw condition**
- **Locks and latches**
  - Overall operation
  - Lubrication
  - Security
  - Overall condition
- **Painted surfaces**
  - Overall condition for deficiencies such as rust, peeling, and abrasion
- **Structural condition**
  - Stability
  - Joint condition
  - Overall condition for deficiencies such as weak spots, rust, or missing parts
- **Tracks**
  - Alignment
  - Lubrication
  - Adherence to surface
- **Overall condition** for deficiencies such as dents and rust
- **Other**

Date

Initials

Non-Power Gates

MONTHLY

Deficiency Report

Check any categories that have deficiencies. Note specific issues and planned maintenance or repair tasks to address them.

- ☐ **Chains**
- ☐ **Emergency key boxes**
- ☐ **Hinges**
- ☐ **Weld joints**
- ☐ **Bolts and screws**
- ☐ **Locks and latches**
- ☐ **Painted surfaces**
- ☐ **Structure**
- ☐ **Tracks**
- ☐ **Overall condition**
- ☐ **Other**

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Special Requirements

Date
Initials

This space is provided to list additional equipment, systems, and materials that are not covered in the "Monthly" category of checklists, but fall into this interval of inspection frequency. Fill in the information about the equipment, components to be inspected, and any necessary PM tasks. Check each box when the item has been completed.

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____