

733 CED Facility Inspection Checklist				
Date: _____ Facility #/Name: _____		Sq. Ft.: _____		
Inspected by: _____		Facility. Mgr.: _____		
1. Exterior: Exterior/General		Yes	No	N/A
1.1	Are exterior lights in working order?			
1.2	Is the landscaping properly maintained?			
1.3	Are fire hydrants accessible?			
1.4	Are sprinkler/standpipe connections accessible?			
1.5	Are sprinkler/standpipe connections clearly marked?			
1.6	Are exterior walls free from cracks or other damages?			
1.7	Are windows free from cracks or broken panes?			
1.8	Has vegetation been cut back from the building?			
1.9	Are paved surfaces inspected and in good condition?			
1.10	Are combustible materials stored away from the building?			
1.11	Is the building free from signs of exterior damage?			
1.12	Are stairs and handrails in good repair and fastened securely?			
1.13	Are exterior doors free of damage and operate properly?			
1.14	Are gutters & downspouts in good condition? Do they route water away from the foundation of the facility?			
1.15	Are there areas of standing water around the facility that will not dry?			
1.16	Are there tripping hazards that need marking or to be eliminated?			
1.17	Are hose bibs/ exterior plumbing in good working order?			
1.18	Are shop/bay doors in good condition and good working order?			
1.19	Other:			
1.20				
1.21				
2. Interior:				
Interior/General		Yes	No	N/A
2.1	Are interior walls free from cracks or other damages?			
2.2	Is the ceiling in good repair? Are drop ceiling panels clean?			
2.3	Do the drop ceiling panels show signs of roof leaks? (Spots/discoloration)			
2.4	Is the flooring in good condition?			
2.5	Are the wall coverings/paint in good condition?			
2.6	Are other finishes in good condition?			
2.7	Are there signs of insect/rodent activity?			
2.8	Are shop floors in good condition and free from debris?			
2.9	Is interior lighting adequate and in good working condition?			
2.10	Is trash removed from the building daily?			
2.11	Is storage restricted to designated areas?			
2.12	Are facility manager signs posted?			
2.13	Other:			
Plumbing		Yes	No	N/A
2.14	Are all plumbing fixtures in good working order?			
2.15	Are plumbing leaks identified and quickly reported?			
2.16	Are drains clean and free of debris?			
2.17	Other:			

Electrical System		Yes	No	N/A
2.18	Are all electrical panels secured?			
2.19	Is a 3' clearance provided around all electrical panels?			
2.20	Are all electrical rooms free from combustibile storage?			
2.21	Are all electrical panels cool to the touch?			
2.22	Are all electrical panels free from evidence of burning?			
2.23	Have all electrical circuits been identified?			
2.24	Are all electrical switches and receptacles in good repair?			
2.25	Have GFI outlets been provided on circuits in proximity to water?			
2.26	Is there a lock-out/tag-out procedure in place?			
2.27	Other:			
Heating System/Mechanical Room		Yes	No	N/A
2.28	Is a 3' clearance provided around all heating equipment?			
2.29	Are boiler/furnace rooms kept locked?			
2.30	Are boiler/furnace rooms kept free from combustibile storage?			
2.31	Are all pump motors cool to the touch?			
2.32	Are compressor motors cool to the touch?			
2.33	Are air compressor automatic drains functioning properly?			
2.34	Is mechanical room lighting adequate and in good working order?			
2.35	Other:			
Safety		Yes	No	N/A
2.36	Are all exits and travel paths identified and illuminated with EXIT signs?			
2.37	Are travel paths leading to exits free of obstructions?			
2.38	Are exits unlocked and operational?			
2.39	Are working emergency lights provided in the building?			
2.40	Are emergency lights tested periodically and documented?			
2.41	Are evacuation diagrams posted throughout the building?			
2.42	Has flammable storage been limited to designated areas?			
2.43	Other:			
Fire Protection		Yes	No	N/A
2.44	(If required) Is the building equipped with an automatic sprinkler system?			
2.45	Is the main sprinkler control valve accessible?			
2.46	Are all valves supplying water or air to the system open?			
2.47	(If required) Is the alarm panel to the fire department operational?			
2.48	Is the sprinkler system tested and documented?			
2.49	Are spare sprinkler heads available in the building?			
2.50	Is the building equipped with a fire detection system?			
2.51	Does the system protect the entire building?			
2.52	Does the system provide an alarm signal in the building?			
2.53	Is the alarm system tested and documented?			
2.54	Are portable fire extinguishers provided?			
2.55	Are all extinguishers inspected on a monthly basis and documented?			
2.56	Do all extinguishers have a current inspection tag?			
2.57	Other:			
2.58				

3. Inspection Items Unique to Your Facility:	Yes	No	N/A
3.1			
3.2			
3.3			
3.4			
3.5			

List Inspection Items That Need Correction:

Inspector #	Room/Location	Corrective Action(s) Needed

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