Facility Assessment Checklist and Maintenance Schedule

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Project Name:
Facility Location:
Reviewer(s):

Comments provided are general in nature and are intended to be a cursory review with all notations provided for further evaulation and follow up by Facility Owners/ Managers and/or certified technicians and appropritely trained tradesman.

This review is based on general visual inspection of surfaces and areas noted below and is not intended to be comprehensive or detailed. No testing, removal of covers/lenses or disassembly of items was done as part of this review. Unless otherwise noted, reviews conducted from ground level with no elevated or roof access.

Facility Item	Scheduled Review	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed	Date Completed
Building Envelope											
Exterior Walls (Masonry/ Siding)											
1 Expansion and control joint sealant	annual										
2 Test clear waterproofing coatings (if any)	annual										
3 Inspect all surfaces for de-laminating/cracks/blisters	annual										
4 Apply new paint/waterproof coatings- type dependent	3-5 years										
Soffits											
1 Expansion and control joint sealant (if any)	annual										
2 Inspect any painted surfaces-	annual										
3 Apply new paint/waterproof coatings	3-5 years										
Openings											
1 Window cleaning	twice a year										
2 Window frame sealant/caulking and flashing inspection	annual										
3 Door frame sealant/caulking and flashing inspection	annual										
4 Skylight cleaning	twice a year										
5 Skylight flashings inspection	annual										
Roofing											
1 Inspect roofing systems and clean surfaces	annual										
2 Clean drains/overflow (scuppers)	annual										
3 Clean/repair gutters/ downspouts	annual										
4 Re-roof- depending on type an length of warranty	10-20 years										
Interior and Life Safety											
Fire Marshal Inspection:											
(Name and phone)											
1 Test/service all fire extinguishers	annual										
2 Test all door closers/latches	annual										
3 Inspect all kitchen/break room appliances	annual										
4 Inspect attic and crawl space areas for moisture	twice a year										

Systems											
Plumbing/ Irrigation- Certified Backflow Tester:											
(Name and phone)											
1 Inspect fixtures and water heater for leaks	annual										
2 Inspect all floor drains (verify functioning primer)	twice a year										
3 Inspect point of service and all shut-off valves for leaks	annual										
4 Replace water heater (depending on type)	10-15 years										
5 Winterize exterior hose bibs	annual										
6 Inspect/test all backflow devices	annual										
Fire Sprinkler System- Certified Testing Agency:											
(Name and phone)											
1 Inspect point of service (and any vaults)	annual										
2 Test system- per fire marshal requirements	annual										
3 Test backflow device	annual										
HVAC- Service Agreement Co.:											
(Name and phone)											
1 Inspect all mechanical grilles	annual										
2 Seasonal maintenance of main ventilation units	twice a year										
3 Inspect all dampers/ mixing boxes	annual										
4 Inspect air conditioning condensers/ cooling tower	twice a year										
5 Replace filters- depending on usage	2-4 times/year										
6 Replace units depending on warranty/ service life	15-20 years										
7 Inspect all exhaust fans	annual										
Electrical											
1 Inspect point of service and main panels	annual										
2 Inspect sub panels (verify door lock, if any)	annual										
3 Inspect light fixtures- replace lamps as needed	twice a year										
Low Voltage - Service Companies:											
Fire Alarm:											
Security:											
Phone:											
Data:											
1 Inspect point of service and main panels	annual										
2 Inspect sub panels (verify door lock, if any)	annual										
3 Test systems as required by jurisdiction requirements	annual										
Grounds/ Irrigation											
1 Lawn and landscape maintenance- seasonal	weekly										
2 Winterize exterior hydrants	annual										
3 Inspect/test all backflow devices	annual										
4 Inspect irrigation system heads for leaks/damage	twice a year										
5 Inspect all fire lanes and required fire department access	weekly										
6 Clean all catch basins parking areas/ walks/ drives	annual										
7 Inspect storm water facility- clean drains	4 times/ year										