

Location Name	Location:
Name:	Date:

Building Checklist

About the Checklist: This checklist should be completed every month.

Outside the Building

N/A OK **FIX**

Is there good outdoor lighting? Is the lighting bright enough to see the walkways and parking lot at night? You may need to verify at night.			
Are there handrails on all steps or stairs over 3 steps high? Handrail is solid, does not move.			
Trees and Bushes— are all trees cut back away from the buildings? Should not be touching walls, be beneath roof eaves or above gutters and roofs.			
No accumulations of trash?			
PLAYGROUND			
Is the playground fenced or have other boundaries and protected from cars or other hazards?			
Does the playground exclude any dangerous play equipments such as merry go rounds, monkey bars or spring loaded equipment?			
Do the surfaces of the playground have at least 9 to 12 inches of wood chips or sand—or have approved safety tested rubber material? (This must extend at least 6 ft out from the play equipment.)			
Is the equipment in good shape? No splinters, protruding bolts or open “S” hooks?			
WATER DAMAGE—OUTSIDE			
Are all the rain gutters cleaned out? No leaves or debris visible.			
Are all the downspouts properly connected and drain away from the building ?			
Roof—are there any missing or loose shingles or tiles? Missing or damaged caulking or flashing that needs maintenance?			
Roof in good condition?			
Any loose wood, cracks in the walls or bricks where water could enter the building?			
Any exterior areas of the buildings needing painting?			
Any areas were water can pool up against the buildings? Does the landscaping slope away from the buildings and walkways?			
Any broken or leaking hose bibs or water sprinklers? Do the landscaping sprinklers spray away from the buildings?			
ELECTRICAL			
Do all outdoor electric outlets have covers?			
Are all exterior lights in good condition? Covers in place?			

Inside the Building	N/A	OK	FIX
Are there fire extinguishers in the building? Need 1 for every 75 ft. Read the tag—have they been serviced in the last 12 months?			
Does the building have smoke detectors? Are they monitored by an alarm company? Especially important in the kitchen.			
Is the carpet in good shape? Not loose, buckled or frayed or with holes?			
Are the interior walking areas in good shape? No cracked tiles, or vinyl in bad condition? Are the bathroom floors <i>not</i> slippery?			
All carpets remnants, scatter rugs or similar <i>not</i> used? If so, should be removed.			
Is housekeeping good? There should be no areas with excessive storage or trash accumulated.			
Are there handrails on all inside steps or stairs over 3 steps high? Handrail is solid, does not move.			
Area all hallways and aisle ways free of objects that a person could trip on?			
Is there good lighting in all hallways, walkways, etc?			
Are all the light fixtures in good shape? No exposed bulbs.			
Are mats used at entrances if there is rain or snow outside?			
Is there a “spill bucket” available to quickly clean up spills? Mop, bucket, cones and signs?			
WATER DAMAGE—INSIDE			
Look under all the sinks and behind the toilets— Are all tight with no water dripping or visible? Verify no plastic connectors being used.			
Is there any evidence of water damage? — look for stained ceilings, floors, windows.			
Laundry Rooms			
Clean, no lint in dryers, vents cleaned regularly? “no sitting” sign at folding tables?			
Washing machine hoses in good shape?			
Is the water heater strapped? Not leaking? Is there a relief valve?			
ELECTRICAL			
Do all the switches, outlets and junction boxes have covers?			
Do all the electrical panels have metal covers and are kept closed?			
Are there any extension cords being used outside on a continuous basis? Should be used and put away daily.			
In rooms that small children use—are there covers on all the electrical outlets?			
SEISMIC			
In common areas- Are all large bookcases, TV’s or other large items strapped or connected to the walls so they won’t move in an earthquake?			
KITCHEN			
Community Kitchen– is a fire extinguisher nearby?			
Is the kitchen, including the vent hood, clean and free of grease?			

FIX IT LIST: Areas / Items needing improvement	Building or location	Person Assigned to correct	Date Corrected

Completed By: _____

Please print name above