

## Facility Maintenance Checklist

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

### Parking Lot and Exterior Entrance Areas

|    |  | Yes | No | Action taken |
|----|--|-----|----|--------------|
| 1) | Lights are in working order; all bulbs on.                 |     |    |              |
| 2) | Light covers are not cracked or missing.                   |     |    |              |
| 3) | Flag pole is in working condition.                         |     |    |              |
| 4) | Pavement, curb, walkway areas are free of weeds and grass. |     |    |              |
| 5) | Parking area and walkway areas are free of debris.         |     |    |              |
| 6) | Sidewalks are free of graffiti and cracks.                 |     |    |              |

### Center Entry Area Areas

|    |  | Yes | No | Action taken |
|----|--|-----|----|--------------|
| 1) | Lights are in working order; all bulbs on.                 |     |    |              |
| 2) | Light covers are not cracked or missing.                   |     |    |              |
| 3) | Entry is free of trip hazards                              |     |    |              |
| 4) | Entry area floor, walls, glass are clean and free of odors |     |    |              |
| 5) | Entry area is free of debris and unnecessary items         |     |    |              |
| 6) | Doors close securely and are in good repair                |     |    |              |
| 7) | Doors surfaces and glass are clean                         |     |    |              |

### Rest Rooms

|    | <u>Men's</u>  | Yes | No | Action taken |
|----|---|-----|----|--------------|
| 1) | Lights are in working order; all bulbs on.                        |     |    |              |
| 2) | Light covers are not cracked or missing                           |     |    |              |
| 3) | Sinks have running water.   |     |    |              |
| 4) | Sinks are free of leaks, corrosion, stoppage and odors.           |     |    |              |
| 5) | Toilets/Urinals are in working order.                             |     |    |              |
| 6) | Toilets/Urinals are free of leaks, corrosion, stoppage and odors. |     |    |              |
| 7) | Floor is clean, dry and free of debris.                           |     |    |              |

|    |   |            |           |                     |
|----|---|------------|-----------|---------------------|
| 8) | Soap dispensers are full and working.                             |            |           |                     |
| 9) | Hand dryers are working.  |            |           |                     |
|    | <b><u>Women's</u></b>   | <b>Yes</b> | <b>No</b> | <b>Action taken</b> |
| 1) | Lights are in working order; all bulbs on.                        |            |           |                     |
| 2) | Light covers are not cracked or missing                           |            |           |                     |
| 3) | Sinks have running water.   |            |           |                     |
| 4) | Sinks are free of leaks, corrosion, stoppage and odors.           |            |           |                     |
| 5) | Toilets/Urinals are in working order.                             |            |           |                     |
| 6) | Toilets/Urinals are free of leaks, corrosion, stoppage and odors. |            |           |                     |
| 7) | Floor is clean, dry and free of debris.                           |            |           |                     |
| 8) | Soap dispensers are full and working.                             |            |           |                     |
| 9) | Hand dryers are working.  |            |           |                     |

### Meeting Area

|     |  | Yes | No | Action taken |
|-----|--|-----|----|--------------|
| 1)  | Lights are in working order; all bulbs on.                 |     |    |              |
| 2)  | Light covers are not cracked or missing                    |     |    |              |
| 3)  | Ceiling tiles are all present and not broken.              |     |    |              |
| 4)  | Dimming lights are working.                                |     |    |              |
| 5)  | Floor is free of debris                                    |     |    |              |
| 6)  | Tables are free of sharp edges and loose parts.            |     |    |              |
| 7)  | Trash cans are empty.                                      |     |    |              |
| 8)  | Trash cans are not broken, corroded or missing.            |     |    |              |
| 9)  | Counters are free of cracks and/or breaks.                 |     |    |              |
| 9)  | Drinking fountain(s) are in working order.                 |     |    |              |
| 10) | Drinking fountains are free of leaks, corrosion or mildew. |     |    |              |