

CED Facility Inspection Checklist



Exterior: Exterior/General

- ☐ Are exterior lights in working order?
- ☐ Is the landscaping properly maintained?
- ☐ Are fire hydrants accessible?
- ☐ Are sprinkler/standpipe connections accessible?
- ☐ Are sprinkler/standpipe connections clearly marked?
- ☐ Are exterior walls free from cracks or other damages?
- ☐ Are windows free from cracks or broken panes?
- ☐ Has vegetation been cut back from the building?
- ☐ Are paved surfaces inspected and in good condition?
- ☐ Are combustible materials stored away from the building?
- ☐ Is the building free from signs of exterior damage?
- ☐ Are stairs and handrails in good repair and fastened securely?
- ☐ Are exterior doors free of damage and operate properly?
- ☐ Are gutters & downspouts in good condition? Do they route water away from the foundation of the facility?
- ☐ Are there areas of standing water around the facility that will not dry?
- ☐ Are there tripping hazards that need marking or to be eliminated?
- ☐ Are hose bibs/exterior plumbing in good working order?

☐ Are shop/bay doors in good condition and good working order?

Interior: Interior/General

- ☐ Are interior walls free from cracks or other damages?
- ☐ Is the ceiling in good repair? Are drop ceiling panels clean?
- ☐ Do the drop ceiling panels show signs of roof leaks? (Spots/discoloration)
- ☐ Is the flooring in good condition?
- ☐ Are the wall coverings/paint in good condition?
- ☐ Are other finishes in good condition?
- ☐ Are there signs of insect/rodent activity?
- ☐ Are shop floors in good condition and free from debris?
- ☐ Is interior lighting adequate and in good working condition?
- ☐ Is trash removed from the building daily?
- ☐ Is storage restricted to designated areas?
- ☐ Are facility manager signs posted?

Plumbing

- ☐ Are all plumbing fixtures in good working order?
- ☐ Are plumbing leaks identified and quickly reported?
- ☐ Are drains clean and free of debris?

Electrical System

- ☐ Are all electrical panels secured?
- ☐ Is a 3' clearance provided around all electrical panels?
- ☐ Are all electrical rooms free from combustible storage?
- ☐ Are all electrical panels cool to the touch?
- ☐ Are all electrical panels free from evidence of burning?
- ☐ Have all electrical circuits been identified?
- ☐ Are all electrical switches and receptacles in good repair?
- ☐ Have GFI outlets been provided on circuits in proximity to water?
- ☐ Is there a lock-out/tag-out procedure in place?

Heating System/Mechanical Room

- ☐ Is a 3' clearance provided around all heating equipment?
- ☐ Are boiler/furnace rooms kept locked?
- ☐ Are boiler/furnace rooms kept free from combustibile storage?
- ☐ Are all pump motors cool to the touch?
- ☐ Are compressor motors cool to the touch?
- ☐ Are air compressor automatic drains functioning properly?
- ☐ Is mechanical room lighting adequate and in good working order?

Safety

- ☐ Are all exits and travel paths identified and illuminated with EXIT signs?
- ☐ Are travel paths leading to exits free of obstructions?
- ☐ Are exits unlocked and operational?
- ☐ Are working emergency lights provided in the building?
- ☐ Are emergency lights tested periodically and documented?
- ☐ Are evacuation diagrams posted throughout the building?
- ☐ Has flammable storage been limited to designated areas?

Fire Protection

- ☐ (If required) Is the building equipped with an automatic sprinkler system?
- ☐ Is the main sprinkler control valve accessible?
- ☐ Are all valves supplying water or air to the system open?
- ☐ (If required) Is the alarm panel to the fire department operational?
- ☐ Is the sprinkler system tested and documented?
- ☐ Are spare sprinkler heads available in the building?
- ☐ Is the building equipped with a fire detection system?
- ☐ Does the system protect the entire building?
- ☐ Does the system provide an alarm signal in the building?
- ☐ Is the alarm system tested and documented?
- ☐ Are portable fire extinguishers provided?
- ☐ Are all extinguishers inspected on a monthly basis and documented?

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Do all extinguishers have a current inspection tag?