



TABLE OF CONTENTS

- A. *Introduction*
- B. *Spring Maintenance*
- C. *Summer Maintenance*
- D. *Fall Maintenance*
- E. *Winter Maintenance*
- F. *Mechanical Checklists*
 - 1. *Summer*
 - 2. *Fall*
 - 3. *Winter*
- G. *Inspection Checklists*
 - 1. *Site and Grounds*
 - 2. *Building Exterior*
 - 3. *Building Interior*
 - 4. *Mechanical Equipment*
 - 5. *Inspection Repair List*
- H. *Safety Checklists*
 - 1. *Fire*
 - 2. *Building Interior*
 - 3. *Emergency Procedures*
 - 4. *Boiler and Furnace Rooms*
 - 5. *Electrical Equipment*
 - 6. *Safety Repair List*
- I. *Glossary*
- J. *Emergency Contact Info*
- K. *History*
- L. *Service Records*

I. MAINTENANCE MANUAL

A. INTRODUCTION

What is Maintenance?

Maintenance is work done on a routine basis to protect users of a building and to assure a long life for the building. Its goal is a minimum of unexpected repairs for buildings, grounds, and equipment. A wisely implemented preventative maintenance program, designed to correct each problem as it occurs, is more cost effective than waiting until the problem reaches a magnitude where special contracts and large expenditures are required to correct it.

Why a Maintenance Manual?

Congregations and ministries for whom owning or leasing a property is core to their mission must be able to care for those properties effectively. If adapted appropriately for each property and used on a routine basis, these guidelines can be a great aid in preserving properties of congregations and ministries to the glory of God and preparing sessions financially for expected renovations, upgrades, and repairs rather than be surprised when something goes wrong. Additionally, because all property of PCUSA congregations and ministries is held in trust for the Presbyterian Church USA, should a congregation ever dissolve, merge, share with others, or be dismissed, NWC Presbytery will need to know the current status of all property structures and systems at that time.

How to use this Manual

This manual is intended to be a flexible working document which can be applied to each building of a particular complex. **Please adapt this manual to your specific buildings and property.** This is a comprehensive listing that will not apply to each building and property. You will find items on this list that do not pertain to your specific situation. Inapplicable items may be omitted to save inspection time and to streamline inspections. Also, there may be items associated with your buildings and property that are not on this list. Please add them!!

You may wish to have one Manual for each building or you may wish to combine checklists for all buildings into a single Manual.

The **Maintenance Checklists** are organized by season because these routine tasks must be done during a certain period of the year. These items serve to remind church maintenance staff and church property committee of the various jobs to be completed. Each item should be checked off and dated as it is finished.

The **Mechanical Checklists** are also organized by season. Due to their technical nature they have been separated from the Maintenance Checklists. A maintenance person experienced in mechanical systems may be qualified to complete these lists. Otherwise, a company specializing in the installation and maintenance of mechanical systems should be hired. Depending on the staff available, a combination of in-house and outside help may be best to perform this work.



The **Inspection Checklists** are lists organized according to building, grounds, components, and equipment. These checklists require a physical inspection of the items listed once a year by the maintenance staff or by a building committee. Answer each question on the checklist by circling “Y” for yes and “N” for no. Any item that you notice is unsatisfactory should be included in the maintenance program for the next twelve months.

All these unsatisfactory items should, for greatest effectiveness, be placed on the Repair List at the end of the Section with the most important items at the beginning. Any items identified as satisfactory should be expected to remain in satisfactory condition for the next twelve months.

These checklists can be done right in the word document, transferred to a spreadsheet. Or for those who’d rather not use digital tools, you can print them out and do the entry with pencil or pen. Always keep a clean version of your checklist either digitally or in print so that you can use a clean version the following year.

The **Safety Checklists** follow the same procedures as the Inspection Checklists. They are listed separately because of their special nature and because State laws frequently require that special safety conditions be checked. These checklists should be completed once a year.

The last few sections consist of a glossary and forms pertaining to emergency phone numbers, building history, and service records.

B. SPRING MAINTENANCE

DATE/COMMENTS

Building Exterior Maintenance

Install awnings.

Remove and store storm windows and install screens as required.

Wash windows.

Replace cracked or missing putty.

Replace broken window glass.

Paint building exterior as required.

Roof Maintenance

Clean roof valleys.

Clear roof drains.

Clean and secure gutters.

Clean and secure downspouts.

Perform necessary roof repairs.

Building Interior Maintenance

Dispose of all unused books, papers, debris, etc.

Clean windows, blinds, draperies, etc.

Open crawl space and basement windows for summer ventilation.

Mechanical Equipment Maintenance

Service all pumps per manuals. Clean ashes from fireplaces and/or incinerator ashpits.

Service all air-conditioning equipment. Remove exterior covers and store.

Service all ventilating equipment/HVAC equipment.

Electrical Equipment Maintenance

Check and secure roof and gutter heating cables.

C. SUMMER MAINTENANCE

DATE/COMMENTS

Site Maintenance

Remove any excessive overgrowth.

Patch, repair and seal asphalt road and walkway surfaces.

Repair concrete road and walkway surfaces.

Paint road and/or walk markings.

Repair and paint fences.

Building Exterior Maintenance

Wash all dirt accumulated on building surfaces.

Remove all moss and/or ivy from building walls, fences, and other structures.

Paint building exterior as required.

Lubricate exterior door hinges and hardware.

Replace broken glass.

Replace loose and disintegrated mortar.

Building Interior Maintenance

Remove all rubbish, boxes, debris and combustibles from:

Paths of exit.

Doorways

Stairs.

Under stairs.

Furnace and utility rooms.

Around flues and chimneys.

Around any heating equipment and heat producing equipment, around radiators.

Electrical panel areas.

Mechanical Equipment Maintenance

DATE/COMMENTS

Check boiler clean-out openings, doors, etc. for air leakage and corrosion.

Check for water leaks in boiler and in piping.

Pump out septic tanks at least once every 4 years.

Date last cleaned.

Electrical Equipment Maintenance

Replace light bulbs which have burned out.

D. FALL MAINTENANCE

DATE/COMMENTS

Building Exterior - Site Maintenance

Clean all site drains.

Obtain contract bids for winter snow plowing if required.

Remove brush and weed growth adjacent to building walls.

Clean and service lawn mowers. Check and service snow blowers and other winter equipment.

Cut back tree limbs resting on buildings and roofs.

Install storm windows and weather stripping.

Repair and store summer screen windows.

Replace cracked or missing caulking at doors and windows.

Remove all exterior awnings.

Paint building exterior as required.

Building Exterior - Roof Maintenance

Clean roof valleys.

Clean roof drains.

Clean gutters.

Clean downspouts.

Building Interior Maintenance

Clean radiators and air registers.

Close crawl space and basement windows opened for summer ventilation.

Mechanical Equipment Maintenance

Clean chimney flues as required.

Cover air conditioners.

Clean boiler room of all debris.

DATE/COMMENTS

Check and service propane gas equipment and piping.

Clean or replace furnace air filters.

Electrical Equipment Maintenance

Test emergency lighting system.

Test all exit lights.

Test fire alarm system.

Test smoke detectors. Replace batteries if necessary.

Repair or replace non-functioning switches, receptacles, and outlets.

Replace frayed wiring.

Plumbing Maintenance

Shut off and drain all exterior water faucets.

E. WINTER MAINTENANCE

DATE/COMMENTS

Building Interior Maintenance

Patch and paint damaged and faded walls and ceilings.

Refinish damaged or peeling interior wood trim.

Paint or refinish handrails, doors, windows, etc.

Clean entry floors of exterior salt and sand.

Mechanical Equipment Maintenance

Clean or replace furnace air filters monthly during Dec, Jan, and Feb.

Check water levels in boiler and blow down boiler water once weekly.

Bleed air from radiators.

Electrical Equipment Maintenance

Clean light fixtures and replace light bulbs which have burned out.

F. MECHANICAL CHECKLISTS

General

Continuous maintenance is essential for the proper operation of mechanical equipment. Without this, the equipment usually fails when it is working the hardest, usually when it is most needed. Most areas of mechanical system maintenance are best handled by those persons skilled and specially trained in the operation and maintenance of heating, ventilating, and air conditioning equipment.

This section includes general information and procedures essential to preventative maintenance of mechanical equipment. It is designed to be used as a monitoring tool. It is suggested that the person who performs the inspections of the mechanical systems review this section of the Manual. It is also suggested that this person review the operation and maintenance instructions for each piece of equipment and add any pertinent items to the mechanical checklists which follow.

General preventative maintenance contracts should include the following:

- Boiler, burners, valves, gauges, motors, pumps, compressors, fans, steam traps, ignition components, filters, safety devices, etc.
- Operation of the equipment.
- Parts inventory.
- Corrosion prevention and water treatment, especially for steam boilers.
- Calibration of temperature controls.
- Fuel efficiency tests.

1. Summer **DATE/COMMENTS**

Boiler

- | | |
|---|--|
| Clean boiler and piping internally, swab tubes with neutral oil. | |
| Clean water side of steam boiler. Use pressurized water jet and scrapers to remove any scale. | |
| Fill boiler tubes with water. | |
| Clean control boiler of all dust. | |

DATE/COMMENTS

Air Handlers

Lubricate and grease all bearings, motors and fans.

Adjust all V-belts for proper tension. Replace all worn belts.

Check and clean air filters. Replace as needed.

Clean and adjust controls which operate valves and motorized dampers.

Heat Pumps

Check all control valves for proper operation.

Inspect air filters and replace as required.

Steam and Hot Water Piping

Open steam traps, replace worn or inoperative parts.
Replace valves and valve seats that are worn.

Inspect and repair any breaks in pipe insulation.
Inspect pipe hangers for tightness.

Oil Tank

Clean oil strainer.

Clean sludge from tank.

2. Fall

Boiler

Check operation of combustion air louvers which supply air to boiler room.

Test boiler water quality for pH, hardness, and corrosive compounds.
Chemically treat as required.

Burners

Clean oil strainers.

Check draft regulators for free movement.

Inspect induced draft fan and forced draft fan for alignment and wear on bearings.

DATE/COMMENTS

Heat Pumps

- Inspect heat exchangers. _____
- Clean finned pipe surfaces. _____
- Inspect coil casings for rust; clean and paint as required. _____
- Inspect heating coil tubes. _____
- Inspect heating coil mountings and tighten any loose bolts. _____
- Check all control valves for proper operation. _____
- Inspect air filters and replace as required. _____
- Inspect, adjust, calibrate, and clean temperature control items. _____

3. Winter

Boiler

- Check operation of combustion air louvers which supply air to boiler room. _____
- Test boiler water quality for pH, hardness, and corrosive compounds. Chemically treat as required. _____

Burners

- Clean oil strainers. _____
- Check draft regulators for free movement. _____
- Inspect induced draft fan and forced draft fan for alignment and wear on bearings. _____

Heat Pumps

- Inspect heat exchangers. _____
- Clean finned pipe surfaces. _____
- Inspect coil casings for rust; clean and paint as required. _____
- Inspect heating coil tubes. _____
- Inspect heating coil mountings and tighten any loose bolts. _____



DATE/COMMENTS

Check all control valves for proper operation.

Inspect air filters and replace as required.

Inspect, adjust, calibrate, and clean temperature control items.

Steam and Hot Water Piping

Inspect for steam and water leaks at valves and piping.

Test steam traps for bypassing.

Inspect for corrosion.

G. INSPECTION CHECKLISTS

DATE/COMMENTS

1. Site and Grounds

Are there ramps and provisions for people who physically disabled?	Yes	No	_____
Are there designated parking spaces for people who are physically disabled?	Yes	No	_____
Has soil dropped or heaved?	Yes	No	_____
Is there standing water near or against the building in any season?	Yes	No	_____
Are retaining walls leaning or in need of repair?	Yes	No	_____
Are fences deteriorated?	Yes	No	_____
Do fence gates operate properly?	Yes	No	_____
Do trees and shrubs need care?	Yes	No	_____

2. Building Exterior

Building Exterior - Foundation

Do foundation walls show the following signs of decay or settlement:

Large cracks?	Yes	No	_____
Visible separation between top of foundation wall and building frame?	Yes	No	_____
Loose, cracked, or broken blocks, bricks, or stones?	Yes	No	_____
Soft or flaking mortar or concrete?	Yes	No	_____
Foundation movement?	Yes	No	_____
Water leaks?	Yes	No	_____
Stains or discoloration?	Yes	No	_____

			<u>DATE/COMMENTS</u>
Bulging or bowing?	Yes	No	_____
Are interior basement or crawl space foundation walls damp?	Yes	No	_____
Are there mushroom growths, mold, or mildew odors in basement or crawl space?	Yes	No	_____
Are there insect tubes visible along the foundation walls?	Yes	No	_____

Building Exterior – Masonry Walls

Does exterior masonry show the following signs of deterioration:

Cracks in walls?	Yes	No	_____
Cracks over doors or windows?	Yes	No	_____
Loose bricks?	Yes	No	_____
Cracked bricks?	Yes	No	_____
Missing bricks?	Yes	No	_____
Cracked, chipped, missing mortar?	Yes	No	_____
Soft or flaking mortar?	Yes	No	_____
White or gray stains?	Yes	No	_____
Water penetration?	Yes	No	_____
Moss or algae growth?	Yes	No	_____
Split, brittle, or missing caulking?	Yes	No	_____
Are weep holes in retaining walls, under window sills, and other wall construction free of obstruction?	Yes	No	_____
Is wood molding and trim cracked, warped or rotted?	Yes	No	_____



Building Exterior – Frame Walls

DATE/COMMENTS

Is there evidence of rot or deterioration of wood sills, walls or siding?	Yes	No	_____
Is there evidence of water stains or water penetration into the wood?	Yes	No	_____
Are wall cavities insulated?	Yes	No	_____
Is paint blistered or peeling?	Yes	No	_____
Has building been painted in the last seven years?	Yes	No	_____

Building Exterior – Roof, All Types: *Inspect all roofs for evidence of deterioration, weather damage, and water penetration. If roof is not accessible, use binoculars. Check interior of building for evidence of water damage.*

Are there gaps or holes around any roof penetrations, chimneys, or vents?	Yes	No	_____
Are there signs of movement in roofing material or flashing?	Yes	No	_____
Are flashings rusted or pitted?	Yes	No	_____
Are flashings separated, loose or missing?	Yes	No	_____
Are there dissimilar metals in contact?	Yes	No	_____
Do metal components need painting?	Yes	No	_____
Is caulking missing, split, or deteriorated at the following:			
Parapets?	Yes	No	_____
Copings?	Yes	No	_____
Flashings?	Yes	No	_____
Soffits?	Yes	No	_____
Vents or chimneys?	Yes	No	_____
Skylights?	Yes	No	_____

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			<u>DATE/COMMENTS</u>
Other roof penetrations?	Yes	No	_____
Are there any loose or broken glass panes in skylights?	Yes	No	_____
Has roof sagged from snow weight?	Yes	No	_____
Is there evidence of water seepage through soffits?	Yes	No	_____
Does roof/attic have proper ventilation?	Yes	No	_____
Does the roof hatch work?	Yes	No	_____
Is anchorage for TV antenna secure?	Yes	No	_____
Is antenna adequately grounded?	Yes	No	_____
Is there lightning protection?	Yes	No	_____
Is there ice – damming as evidenced	Yes	No	_____
Mounds of ice at eaves?	Yes	No	_____
Excessively long icicles?	Yes	No	_____
<u>Building Exterior – Built-up Roof</u>			
Are there blisters, bubbles, cracks, splits, or open seams in roofing membrane?	Yes	No	_____
Is roof pitted or worn?	Yes	No	_____
Is there evidence of standing water or puddles?	Yes	No	_____
Are roof drains clear and operating properly?	Yes	No	_____
Does roof feel “squishy” under foot?	Yes	No	_____
Can roofing felt material be seen?	Yes	No	_____
Are gravel stops secure?	Yes	No	_____
Are gravel stops rusted or pitted?	Yes	No	_____
Do expansion joints show evidence or separation or water penetration?	Yes	No	_____
Is any vegetation growing through roofing?	Yes	No	_____
Is roof over 15 years old?	Yes	No	_____

DATE/COMMENTS

Building Exterior – Shingle Roof

Are shingles loose, split, missing or broken?	Yes	No	_____
Are mineral granules thinned out?	Yes	No	_____
Are shingle edges curling or worn?	Yes	No	_____
Is there moss growth?	Yes	No	_____
Are snow slides pitted or damaged?	Yes	No	_____
Is roofing more than 20 years old?	Yes	No	_____

Building Exterior – Slate Roof

Are there broken, missing, or loose slates?	Yes	No	_____
Are slates worn?	Yes	No	_____
Do slate fasteners appear broken or rusty?	Yes	No	_____
Are ridge rolls loose, deteriorated or rusted?	Yes	No	_____
Are snow guards loose or damaged?			
Are there sections patched with asphalt?	Yes	No	_____

Building Exterior – Metal Roof

Are metal roof sheets rusted? Are there signs of holes, pitting, or cracking?	Yes	No	_____
Are there any open joints?	Yes	No	_____
Are there any defective fasteners?	Yes	No	_____

Building Exterior – Doors and Windows

Are flashings over doors and windows cracked, missing or rusted?	Yes	No	_____
--	-----	----	-------

Building Exterior – Parapet Walls, Copings and Chimneys

Are walls cracked?	Yes	No	_____
Are bricks loose or spalling?	Yes	No	_____

Property Maintenance & Safety Checklist & Guidelines

Executive Board, approved 9/16/2020



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DATE/COMMENTS

Do mortar joints require pointing?	Yes	No	_____
Is mortar joint under coping cracked or loose?	Yes	No	_____
Are coping stones or metal copings loose, broken or shifted?	Yes	No	_____
Is coping joint open, permitting water to enter?	Yes	No	_____
Is flashing missing, loose, or damaged?	Yes	No	_____
Is there evidence of moisture penetration?	Yes	No	_____
Do chimneys lean?	Yes	No	_____

Building Exterior – Porches, Stairs and Balconies

Do porches, stairs, or balconies require painting?	Yes	No	_____
Is porch floor structure decayed, weak or cracked?	Yes	No	_____
Are stair treads loose or broken?	Yes	No	_____
Are column bases rotted or in need of repair?	Yes	No	_____
Are railings broken at – weak? Are balusters broken, loose, or missing?	Yes	No	_____

Building Exterior – Gutters & Downspouts

Are there loose, rotted, or missing gutters or downspouts?	Yes	No	_____
Are there holes in gutters or downspouts?	Yes	No	_____
Do gutter or downspout joints leak?	Yes	No	_____
Are gutters or downspouts pitted or rusted?	Yes	No	_____
Do gutters or downspouts require painting?	Yes	No	_____
Do gutters sag or lack pitch to downspouts?	Yes	No	_____
Is water running down face of building?	Yes	No	_____
Do splash blocks or drains under downspouts divert water away from building?	Yes	No	_____
Are heating cables secure?	Yes	No	_____

DATE/COMMENTS

Building Exterior - Attachments

Are the following items in good condition and well secured to building:

Lattices?	Yes	No	_____
Columns?	Yes	No	_____
Flagpoles?	Yes	No	_____
Cables, wires?	Yes	No	_____
Weather vanes?	Yes	No	_____
Towers?	Yes	No	_____
Sculptures?	Yes	No	_____
Canopies?	Yes	No	_____
Balconies?	Yes	No	_____
Signs, alarms, lights?	Yes	No	_____
Ledges, projections?	Yes	No	_____
Decorations, ornaments?	Yes	No	_____
Meters?	Yes	No	_____
Other?	Yes	No	_____

3. Building Interior

Building Interior - Floors

Are floor joists warped, cracked or sagging?	Yes	No	_____
Is floor joist blocking and bridging secure?	Yes	No	_____
Is there visible separation between floors and walls at base trim?	Yes	No	_____
Do floors squeak or creak?	Yes	No	_____
Are floors "bouncy?"	Yes	No	_____
Are floors at entrances slip-resistant?	Yes	No	_____
Are masonry and tile floors cracked, broken or worn?	Yes	No	_____

DATE/COMMENTS

Building Interior - Attics

Do rafters, floor joists, and sheathing shows signs of:

Water stains or deterioration?	Yes	No	_____
Warping?	Yes	No	_____
Cracking?	Yes	No	_____
Sagging?	Yes	No	_____

Is there evidence of water leaking into attic around any of the following roof penetrations:

Vents?	Yes	No	_____
Ducts?	Yes	No	_____
Chimneys	Yes	No	_____
Other?	Yes	No	_____

Is attic floor insulated? Yes No _____

Is there at least one square foot of vent area for every 500 square feet of attic area? Yes No _____

Are attic fans or vents operating? Yes No _____

Are roof rafters excessively dry?
 (This condition can result from overheating in summer months). Yes No _____

Is attic free of debris and unused combustible items? Yes No _____

Building Interior – Crawl Space and Basement

Is crawl space or basement damp, wet, or water stained? Yes No _____

Does water infiltrate through crawl space or basement walls or floor? Yes No _____



DATE/COMMENTS

Does water or snow melt drain into basement from window wells?	Yes	No	_____
Is crawl space or basement floor cracked or disintegrated?	Yes	No	_____
Are crawl space or basement walls insulated?	Yes	No	_____
Does crawl space have wall vents?	Yes	No	_____
Does dirt floor of crawl space have a vapor barrier?	Yes	No	_____

4. Mechanical Equipment

Are there water leaks at any of the following locations:

Pipes?	Yes	No	_____
Radiators?	Yes	No	_____
Boiler?	Yes	No	_____
How water heater?	Yes	No	_____
Pumps?	Yes	No	_____
Was the boiler or furnace been cleaned and serviced in the past 12 months?	Yes	No	_____
Is the boiler insulation cracked or missing?	Yes	No	_____
Is the boiler more than 35 years old?	Yes	No	_____
Is there excessive steam or air loss at radiators? Yes		No	_____
Are exposed pipes adequately insulated?	Yes	No	_____
Do hot air supply or return registers adjust air flow properly?	Yes	No	_____
Do thermostats work properly?	Yes	No	_____
Is the domestic hot water heater insulated?	Yes	No	_____
Do kitchens and bathrooms have adequate ventilation?	Yes	No	_____

Property Maintenance & Safety Checklist & Guidelines

Executive Board, approved 9/16/2020



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DATE/COMMENTS

Do large assembly areas have adequate ventilation?

Yes

No

Plumbing

Are there water leaks at any of the following locations:

Bathroom fixtures?

Yes

No

Faucets?

Yes

No

Piping?

Yes

No

Do flush valves, faucets work properly?

Yes

No

Are any drains or traps clogged?

Yes

No

5. Inspection Repair List

Unsatisfactory Items

Date Identified

Date Resolved

H. SAFETY CHECKLISTS

General

Buildings must be designed according to building and fire safety codes, and other regulatory standards in effect at the time of construction. However, such codes and standards are continuously changing. The original construction does not have to comply with changes in the codes-however, any modifications to the original construction should comply with current codes and standards.

Who Should Perform Safety Checks?

Many communities have a building inspector who is knowledgeable about current standards and their provisions for safety. The building inspector could be asked to visit the facility and prepare a written report on any safety and code violations. This type of service is generally free of charge.

Fire safety checks can be obtained by calling the local fire marshal and requesting an inspection and report. This type of inspection will cover areas such as possible fire hazards, and adequacy of exists, alarm systems, fire extinguishers, etc. This service is usually free of charge.

An architect or engineer is knowledgeable in all areas of building safety and could perform a comprehensive safety inspection. There typically is a fee for such a service.

Use of Safety Checklists

A safety check for compliance with current standards should be performed yearly.

The safety checklists included in this Manual show the number of safety issues involved. Any unsatisfactory items should be attended to immediately. Professional advice may be required depending upon the problem involved.

Safety Checklist

DATE/COMMENTS

1. Fire

Is building equipped with:

Pull station fire alarms?	Yes	No	_____
Heat or smoke detectors near heat-producing equipment, exits, stairways, and sleeping areas?	Yes	No	_____
Fire extinguishers?	Yes	No	_____
Fire hoses, if applicable?	Yes	No	_____
Are fire extinguishers conspicuous, convenient, and properly labeled?	Yes	No	_____

			<u>DATE/COMMENTS</u>
Are Class B or better fire extinguishers located in furnace rooms and storage areas where grease and flammable liquids are kept?	Yes	No	_____
Are Class C fire extinguishers located near electrical equipment?	Yes	No	_____
Are Class E-C fire extinguishers located in kitchens?	Yes	No	_____
Were fire extinguishers inspected within the past 12 months?	Yes	No	_____
Are occupants instructed in use of fire extinguishers and fire hoses?	Yes	No	_____
Are fire hoses in good condition?	Yes	No	_____
Do fire hoses have water immediately available?	Yes	No	_____
Are heat and smoke detectors wired to sound a central alarm?	Yes	No	_____
Are periodic fire drills held?	Yes	No	_____
Is there an accumulation of materials under stairways, in crawl space, basement, boiler room, attic, etc?	Yes	No	_____
Are hazardous chemicals stored in proper containers and away from heat sources?	Yes	No	_____
Are off-season and unused materials stored away from heat sources?	Yes	No	_____
Are kitchen range hoods and exhaust ducts clean?	Yes	No	_____
Do kitchen range exhaust ducts terminate in a safe area?	Yes	No	_____
Are grease ducts and deep fryers equipped with automatic fire detectors?	Yes	No	_____

DATE/COMMENTS

Means of Egress from Buildings

Are hallways, corridors, and stairways to the exterior accessible and free of obstructions?	Yes	No	_____
Are exit doors equipped with properly operating panic hardware?	Yes	No	_____
Do exit doors have padlocks or dead bolts?	Yes	No	_____
Do exit doors open outward?	Yes	No	_____
Are all exits clearly marked with illuminated exit signs?	Yes	No	_____
Are hallways, corridors, and stairways illuminated with emergency lights?	Yes	No	_____
Are windows operable and accessible as a means of exit?	Yes	No	_____
Are windows which exit to fire escapes operable and free of obstructions?	Yes	No	_____
Are the interior and exterior exit paths to and from fire escapes clear?	Yes	No	_____
Are fire escapes unobstructed and well secured to the building?	Yes	No	_____

2. Building Interior

Building Interior - Stairs

Are stairs kept clear?	Yes	No	_____
Are stairs “bouncy?”	Yes	No	_____
Are covers on treads and landings worn or missing?	Yes	No	_____
Is there at least one continuous railing along one side of all stairways?	Yes	No	_____
Are railings broken or weak?	Yes	No	_____
Are balusters broken loose or missing?	Yes	No	_____
Are railings for balconies and lofts secure?	Yes	No	_____

DATE/COMMENTS

Miscellaneous

Are lights, alarms, signs, and other objects attached securely to building? Yes No _____

Assembly Areas

Are assembly areas posted for maximum numbers of occupants? Yes No _____

3. Emergency Procedures

Is there a written plan of safe egress for occupants from building? Yes No _____

Is there a centralized location for first aid equipment, poisoning information, etc.? Yes No _____

Is there readily visible a list of emergency phone numbers? Yes No _____

Is there a plan for initial fire fighting? Yes No _____

Auto Safety

Are roadways, parking areas or curbs deteriorating? Yes No _____

Are roadways and parking areas kept free of tree limbs, snow, and ice? Yes No _____

Are STOP, NO PARKING, and FIRE LANE signs unobstructed in all seasons? Yes No _____

Are parking lots adequately illuminated? Yes No _____

Emergency Vehicles

Do emergency vehicles have access to building? Yes No _____

Are fire hydrants clearly visible and accessible? Yes No _____

Pedestrian Safety

Are walkways, steps, and ramps deteriorated, cracked or hazardous? Yes No _____

Are walkways kept clear of tree limbs, snow, and ice? Yes No _____

Do walkways, steps, and ramps have uneven areas? Yes No _____

DATE/COMMENTS

Are walkways, steps, and ramps adequately illuminated? Yes No _____

Do steps and ramps have non-skid surfaces? Yes No _____

Are there handrails on steps and ramps? Yes No _____

Playground Areas

Are play areas protected or locked when not in use? Yes No _____

Are play areas free of open holes, debris, stones, broken glass, etc? Yes No _____

Is play equipment well maintained? Yes No _____

4. Boiler and Furnace Rooms

Are boiler, furnace and similar equipment rooms enclosed with fire protective walls, ceilings, and doors? Yes No _____

Are boiler and furnace rooms vented? Yes No _____

Are boiler and furnace rooms supplied with combustion air? Yes No _____

Are boiler and furnace rooms free of gas odors and foul air? Yes No _____

Are boiler and furnace rooms free of stored material? Yes No _____

Are there rooms used regularly which are only accessible by walking through the boiler or furnace room? Yes No _____

Is there an emergency shutdown switch for burner? Yes No _____

Are fan filters and grilles clean? Yes No _____

5. Electrical Equipment

Are transformers, fans, and other electrical equipment protected with adequate safety barriers? Yes No _____

Is electrical equipment in proper working order? Yes No _____

Do fuses or circuit breakers blow often? Yes No _____

Is the amperage draw for any circuit beyond its capacity? Yes No _____

			<u>DATE/COMMENTS</u>
Are there sufficient replacement fuses?	Yes	No	_____
Is building wiring in good condition?	Yes	No	_____
Are there any faulty electrical fixtures?	Yes	No	_____
Do wires on appliances and equipment show the following:			
Fraying?	Yes	No	_____
Splits?	Yes	No	_____
Bare wires?	Yes	No	_____
Do electrical outlets, switches, and junction boxes have cover plates?	Yes	No	_____
Do exterior electrical outlets and switches \have protective covers?	Yes	No	_____
Do all switches operate properly?	Yes	No	_____
Do outlets or switches feel hot to the touch?	Yes	No	_____
Are there any defective or shorted outlets?	Yes	No	_____
Are there outlets with 4 or more items plugged into them?	Yes	No	_____
Are extension cords warm or hot to the touch?	Yes	No	_____
Do extension cords cause a tripping hazard?	Yes	No	_____
Do extension cords run under rugs or carpeting?	Yes	No	_____

6. Safety Repair List

<u>Unsatisfactory Items</u>	<u>Date Identified</u>	<u>Date Resolved</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. GLOSSARY

Baluster: A miniature column or other form of upright in a series, which supports a handrail, as in a balustrade.

Balustrade: A railing with supporting balusters.

Column: A slender vertical structural member used to support roof and floor loads.

Combustion Air: Air required for the burning of fuel.

Coping: A sheet metal, stone, concrete, tile or other covering over the top of a wall.

Counter Flashing: A second and overlapping layer of flashing where conditions are such that the first layer may not insure water tightness.

Downspout: The vertical portion of a rainwater drainage pipe. Also called leader or conductor.

Expansion Joint: A joint containing compressible materials which will absorb movement caused by thermal expansion and contraction.

Flashing: Sheet metal weather protection placed over a joint between different building materials, or between parts of a building, in such a manner that prevents water from entering.

Floor Joist: One of a series of parallel beams used to support a floor.

Gargoyle: A sculptural projection from a roof scupper to drop rainwater clear of the walls.

Gravel Stop: An angle shaped sheet metal trim member at the edge of a roof, having a slightly raised lip to retain roof gravel surfacing material.

Panic Hardware: A type of quick-acting door opening hardware consisting of a horizontal bar on the inside of a door. By pushing against the bar, a leverage mechanism will unlatch and open the door. Such hardware is legally required for safety reasons on certain exists in public buildings.

Parapet: The top part of an exterior wall which is above the roof line.

Plumb: A true vertical line.

Pointing: The treatment of masonry joints by toweling mortar into the joint.

Rafter: One of a series of framing members used to support a roof. Rafters are closely spaced and usually frame into a beam or bearing wall.

Ridge: The line formed at the intersection of the upper edges of two sloping roof surfaces, as opposed to a valley.



Sheathing: A material consisting of thin board or plywood used to cover a wall, floor or roof surface.

Soffit: The underside of a horizontal surface which projects beyond the wall line as in an overhanging roof.

Spalling: The cracking or flaking of particles from a surface.

Splash Block: A concrete or masonry block laid on the ground under a downspout to carry roof drainage away from a building and to prevent soil erosion.

Stair Riser: The vertical face of a stair step.

Stair Tread: The horizontal part of a stair step; the part actually stepped upon.

Vapor Barrier: Any thin membrane used to prevent the passage of water vapor, such as under a concrete slab placed upon the ground or between the back of a wall finish and the insulation.

Valley: The intersection at the bottom of two roof planes.

Weep Hole: A hole through the bottom of a retaining wall to drain water from behind the wall thereby preventing the buildup of hydrostatic pressure.



J. EMERGENCY CONTACT INFO

Contact	Name & Address	Phone
Fire Department		
Police/Sheriff		
Ambulance		
Emergency Rescue		
Animal Rescue		
Insurance		
Power Company Emergency Crew		
Gas Company Emergency Crew		
Boiler/Furnace		



K. HISTORY

Building	Year Built	Architect/ Engineer	Contractor	Comments



L. SERVICE RECORDS

	Company Name, Address & Phone	Service & Repair Record
Boiler		
Carpenter		
Electrician		
Fuel/Oil Gas		
Fire Safety Equipment		
Garbage Removal		
Mason		