Person(s) Conducting the Survey:

Location:

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| AED | | | |
| Condition |  | | Recommendation/Additional Info |
| Is a monthly check performed and documented? | Yes | No |  |
| Is there proper accessibility? | Yes | No |  |
| Are the batteries and pads current? | Yes | No |  |

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| --- | --- | --- |
| Electrical Panels/Switch Gear | | |
| Condition |  | Recommendation/Additional Info |
| Is there 36-inch clearance around all panels? | Yes No |  |
| Are panels scanned for  excess heat? | Yes No |  |

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| Extension Cords | | |
| Condition |  | Recommendation/Additional Info |
| Are extension cords used properly? | Yes No |  |
| Are power strips being used properly and are not being “daisy chained”? | Yes No |  |

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| --- | --- | --- | --- |
| Fire Extinguishers | | | |
| Condition |  | | Recommendation/Additional Info |
| Are all fire extinguishers checked monthly and documented? | Yes | No |  |
| Is 6 and 12-year hydrostatic  testing completed? | Yes | No |  |
| Are annual inspections completed and the units tagged accordingly? | Yes | No |  |

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| Generators | | | |
| Condition |  | | Recommendation/Additional Info |
| Are generators serviced annually? | Yes | No |  |
| Are backup generators exercised according to manufacturer’s  recommendations? | Yes | No |  |
| Are fuel levels maintained? | Yes | No |  |

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| Ice Machine/Freezer/Cooler | | |
| Condition |  | Recommendation/Additional Info |
| Are temperatures monitored regularly? | Yes No |  |
| Are they cleaned and  maintained regularly? | Yes No |  |

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| Vending Machines | | | |
| Condition |  | | Recommendation/Additional Info |
| Are vending machines appropriately secured to the wall for seismic? | Yes | No |  |
| Are they well-maintained  and cleaned regularly? | Yes | No |  |
| Are they regularly checked for expired product? | Yes | No |  |

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| --- | --- | --- |
| Water Fountains | | |
| Condition |  | Recommendation/Additional Info |
| Are water fountains ADA accessible? | Yes No |  |
| Are water fountains  regularly cleaned? | Yes No |  |
| Is there adequate water flow? | Yes No |  |

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| --- | --- | --- | --- |
| Water Heater | | | |
| Condition |  | | Recommendation/Additional Info |
| Is the pressure relief valve tested annually? | Yes | No |  |
| Are 3-5 gallons drained  annually to remove sediment? | Yes | No |  |
| Are water heaters secured  for seismic event? | Yes | No |  |

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| Space Heaters | | |
| Condition |  | Recommendation/Additional Info |
| Are space heaters always shut off when unattended? | Yes No |  |
| Do all space heaters have tip over shut off switch? Is  this verified annually? | Yes No |  |