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 forexcess 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 hydrostatictesting 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’srecommendations? | 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 andmaintained 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-maintainedand 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 fountainsregularly 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 drainedannually to remove sediment? | Yes | No |  |
| Are water heaters securedfor 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? Isthis verified annually? | Yes No |  |