

CHECKLISTS

BUILDING MAINTENANCE WALKING WORKING SURFACES

Date:	Location:		
Person(s) Conducting the Survey:			
Corridors			
Condition		Recommendation/Additional Info	
Are corridors open and uncluttered?	Yes No No		
Are corridors free of tripping hazards?	Yes No		
Are corridors well lit?	Yes No		
Do corridors have appropriate signage?	Yes No		
Exit Signs			
Condition		Recommendation/Additional Info	
Are all signs in working order?	Yes No		
Is all emergency lighting in working order?	Yes No		
Interior Doors			
Condition		Recommendation/Additional Info	
Is hardware in good condition?	Yes No		
Do door closers work appropriately?	Yes No		
Is there appropriate ADA access?	Yes No		



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Lighting			
Condition		Recommendation/Additional Info	
Are work areas appropriately lit?	Yes No		
Is task lighting provided as needed?	Yes No		
Are hallways, storage rooms, restrooms, mechanical	Yes No		
rooms appropriately lit?			
Stairwells			
Condition		Recommendation/Additional Info	
Are stairwell treads in good condition? (inside and outside)	Yes No		
Are handrails secure?	Yes No		
Is there adequate lighting in the stairwells?	Yes No		
Does emergency lighting function well?	Yes No		
Trip Hazards			
Condition		Recommendation/Additional Info	
Are all electrical cords	Yes No		
covered if in they are in a walkway?			
Is floor in good condition?	Yes No		
Are general housekeeping standards applied?	Yes No		