



### Who should inspect?

- Safety committees can look for both safety and maintenance concerns
- Inspections are both a formal process where the current status of a facility is recorded and an informal process whereby all staff can report concerns to maintenance

### What do you look for?

- In formal inspections both predictive<sup>1</sup> and preventative<sup>2</sup> measures are employed
- In the informal process reporting consists of identified problems and general concerns when things “don’t look right.”

**Frequency:** There are daily, weekly and monthly inspections required based on the type of components and type of facility. Some of these are detailed in the checklists, but districts should use manufacturer’s recommendations for equipment and tools.

### Daily / Weekly

- Look for leaks
- Are all lights functioning?
- Put in work orders for items that need attention

### Monthly

- Check roofs
- Walk around building and check walls and foundations
- Check sidewalks and parking area for damage

### Quarterly walk around

- Looking at everything
- Allow for all questions as “new” eyes see things
- Go to places that are generally not occupied or frequented

### Annual

- Many types of equipment need annual service – check the manufacturer’s suggested maintenance
- Check motors and electrical panels for excessive heat
- Prepare tools for the upcoming seasonal work

### After storms

- Inspect potentially affected areas
- Look for water build up
- Damaged gutters /downspouts
- Damaged sections of the building

### During cold weather

- Inspect and plan for potentially affected areas
- Visit buildings during storm events

### Some of the main things to look for

- Look for water build up
- Damaged gutters /downspouts
- Moss, mold and mildew
- Look for cracks in sidewalk, foundation, siding, etc.
- Damaged sections of the building
- Dry rot in wood/framing
- Broken windows
- Damaged trees or other vegetation

<sup>1</sup>Predictive – using tools such as vibration analysis or infrared to identify problems

<sup>2</sup>Preventative – regular scheduled maintenance such as filter changes or lubricating

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### INSPECTIONS SHOULD FOCUS ON LOOKING FOR:

#### Foundations:

- The presence of cracks
- Build-up of moss/mildew
- Water collection areas
- Abundance of vegetation
- Ground movement

#### Basement/Boiler Rooms:

- Humidity in the area
- Presence of moisture
- Boiler and piping
- Cracks in the walls
- Flooding concerns

#### Walls/Ceiling (Inside):

- Water stained ceiling tiles
- Cracks near window sills or seams
- Bubbling of paint
- Wet areas on the wall/flooring
- Musty smell

#### Walls (Outside):

- Cracks
- Build-up of moss/mildew
- Deterioration of building materials
- Paint flaking
- Possible arson
- Vegetation

#### Gutters/ and downspouts:

- Corners and downspout connections
- Dents in the gutters and downspouts
- Water “escaping” from the gutters
- Water is being directed away from the building
- Gutters are clear of debris

#### Roofing:

- Damaged asphalt shingles
- Beginning to pry up, missing pieces, areas of recent repair
- Build-up of moss
- Surrounding trees
- Build-up of water on roofs
- Scuppers
- Inverted pitch roof
- “Bubbling” of rolled asphalt roofs
- HVAC roof-top systems

#### Things you can do: Develop a roofing preventative maintenance plan

- Be on the roof after storms
- Check scuppers often
- Clean off debris
- Check the roof often during the rainy season
- Check the roof before and after a big freeze

#### Water and sprinkler systems:

- Areas prone to freezing are protected or drained
- Shutoff valves identified
- Clear access to shutoff valves
- Leaking pipes

#### Vacant/leased buildings:

- Look for the same things you would in your occupied buildings
- Increase the frequency of inspections
- Consider shutting off water to building
- Potential coverage issues relating to contract or lease details