

General Facility Inspection Checklist

Date: _____

Facility: _____

Inspected By: _____

Area to Inspect	Acceptable	Not Acceptable	Notes
Emergency Lights			
Emergency Exits			
Floor Surfaces			
Exterior Surfaces			
Glass			
Stairs/Ramps/Halls			
Elevators			
Supply Storage			
Washrooms			
Housekeeping			
Snow/Ice Removal			
Parking			

Additional Notes:

Emergency Lights

- Review of all exit signs (burnt out, obstructed, directional arrows adequate)
- Check Service records (tags) on all emergency lights
- Test a number of emergency lights to confirm working correctly, and batteries are charged

Exit obstructions

- Check panic hardware
- Check swing direction/flow, making sure they open fully and are not obstructed on either side
- Check locks as to whether they are locking properly

Floor Surfaces

- Check transitions between rooms (some may change in elevation from room to room)
- Check for slip and fall surfaces, cracked tiles, and areas that require non-slip surfacing
- Check for adequate signage used when floors are slippery
- Carpet bunching

Exterior floors

- Check for sidewalk/concrete cracks or uneven transitions between panels (heaving areas)
- Check for roots affecting sidewalk areas or gravel/grass walkways

Glass

- Check for broken windows/glass (Interior and exterior and skylights)
- Make sure interior display cases are using a tempered glass, rather than ordinary glass

Stairs/Ramps/Halls

- Adequate slip protection is provided
- Handrails are provided (continuous and extend the entire distance of the stairs/ramp)
- Handrails do not pose as a climbing hazard
- Vending machines and lockers secure to walls.

Elevators

- Monthly servicing is up to date
- Transition between the floor surface and the elevator is even

Supply Storage

- Storage of chemicals/ cleaning supplies is secured and located away from public access

Washrooms

- Public washroom logs are up to date
- GFCI's are provided as required and checked regularly
- Baby change tables secure to wall and strap in acceptable condition.

Housekeeping

- Sweep logs are kept up to date
- Areas are visually clean and free from hazards (Inside and outside)

Snow/Ice Removal

- Salting and sanding completed as per policies
- Log books are completed
- Contract for snow removal in place as needed

Parking

- Curb stops provided and in good condition as needed
- Speed bumps delineated and in good condition
- Delineation lines are clear and bright
- Signage is not obstructed and provided as needed