

# Preventive Maintenance Checklist



## Exterior

|                                                                         | Yes                      | No                       | Date |
|-------------------------------------------------------------------------|--------------------------|--------------------------|------|
| Is the building address or identification clearly visible?              | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are exterior lights in working order?                                   | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are periodic inspections conducted and documented?                      | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Is an unobstructed access road to the building provided?                | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are the exits onto public streets free from visibility obstructions?    | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are trees and shrubs pruned and documented?                             | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are all building sides accessible to emergency equipment?               | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are fire hydrants accessible?                                           | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are sprinkler/standpipe connections accessible?                         | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are sprinkler/standpipe connections clearly marked?                     | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are landscape sprinklers at least 6 inches from walkways?               | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Does the building appear to be in good repair?                          | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Is building free from signs of vandalism?                               | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are exterior wall free from cracks or other damages?                    | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are windows free from cracks or broken panes?                           | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Has vegetation been cut back from the building?                         | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are turf areas inspected for holes, roots, etc. and documented?         | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are paved surfaces inspected and repaired (lifts, cracks, etc.)?        | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are combustible materials stored away from the building?                | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Is the building free from signs of exterior damage?                     | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are stairs, landings, handrails in good repair and fastened securely?   | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are facilities periodically inspected and documented?                   | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are all sewer clean out caps in place?                                  | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are all irrigation covers in place?                                     | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are housing authority lighted post bases free of rust or deterioration? | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Do entrance doors close slowly to avoid hazards to fingers?             | <input type="checkbox"/> | <input type="checkbox"/> |      |
| Are utility/cable boxes marked "Keep Off"?                              | <input type="checkbox"/> | <input type="checkbox"/> |      |

# Preventive Maintenance Checklist



## Interior

Yes                      No                      Date

### Electrical

- |                                                                |                          |                          |
|----------------------------------------------------------------|--------------------------|--------------------------|
| Are all electrical panels secured?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Is a 3 foot clearance provided around all electrical panels?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all electrical panels cool to the touch?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all electrical panels free from evidence of burning?       | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all electrical circuits been identified?                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all electrical switches and receptacles in good repair?    | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the use of extension cords been discontinued?              | <input type="checkbox"/> | <input type="checkbox"/> |
| Are Ground Fault Interrupters provided on circuits near water? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a "lock-out" procedure in place?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Is a 3 foot clearance provided around all heating equipment?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are furnace /boiler rooms free from combustible storage?       | <input type="checkbox"/> | <input type="checkbox"/> |
| Are residents reminded to keep combustibles away from heaters? | <input type="checkbox"/> | <input type="checkbox"/> |

### Smoking

- |                                                            |                          |                          |
|------------------------------------------------------------|--------------------------|--------------------------|
| Is smoking prohibited in the building common areas?        | <input type="checkbox"/> | <input type="checkbox"/> |
| Are designated smoking areas properly identified?          | <input type="checkbox"/> | <input type="checkbox"/> |
| Are non-combustible receptacles provided in smoking areas? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are smoking materials disposed of properly?                | <input type="checkbox"/> | <input type="checkbox"/> |

### Housekeeping

- |                                                           |                          |                          |
|-----------------------------------------------------------|--------------------------|--------------------------|
| Is trash removed from the building daily?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Is storage restricted to designated areas?                | <input type="checkbox"/> | <input type="checkbox"/> |
| Is storage neatly arranged and secured from rolling away? | <input type="checkbox"/> | <input type="checkbox"/> |

# Preventive Maintenance Checklist



## Interior... continued

Date

### Private Protection

- |                                                                     |                          |                          |
|---------------------------------------------------------------------|--------------------------|--------------------------|
| Is the building equipped with an automatic sprinkler system?        | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the main sprinkler control valve accessible?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all valves supplying water or air to the system open?           | <input type="checkbox"/> | <input type="checkbox"/> |
| Is system operation monitored by an alarm company?                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is valve operation monitored by an alarm company?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the sprinkler system tested on a quarterly basis and documented? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are spare sprinkler heads available in the building?                | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the building equipped with a fire detection system?              | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the system project the entire building?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the system provide an alarm signal in the building?            | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the system tested on a monthly basis and documented?             | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the main alarm panel in normal operating condition?              | <input type="checkbox"/> | <input type="checkbox"/> |
| Are portable fire extinguishers provided?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Are extinguishers inspected on a monthly basis and documented?      | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the main alarm panel in normal operating condition?              | <input type="checkbox"/> | <input type="checkbox"/> |
| Are portable fire extinguishers provided?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Are extinguishers inspected on a monthly basis and documented?      | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all Extinguishers have a current inspection tag?                 | <input type="checkbox"/> | <input type="checkbox"/> |

### Emergency Evacuation

- |                                                                     |                          |                          |
|---------------------------------------------------------------------|--------------------------|--------------------------|
| Are all exits and travel paths identified illuminated "EXIT" signs? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are travel paths leading to exits free of obstructions              | <input type="checkbox"/> | <input type="checkbox"/> |
| Are exits unlocked and operational?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Are working emergency lights provided in the building?              | <input type="checkbox"/> | <input type="checkbox"/> |
| Are emergency lights tested periodically and documented?            | <input type="checkbox"/> | <input type="checkbox"/> |
| Are evacuation diagrams posted throughout the building?             | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the residents have emergency pull cords in their apartments?     | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the emergency pull cords reach to the floor.                     | <input type="checkbox"/> | <input type="checkbox"/> |