



# Facility Condition Assessment Checklist

**ASSESSMENT DATE:**

**TECHNICIAN:**

## Plumbing:

- Check main water service
- Check for signs of active leaks, including water spots, moisture or puddles, and the presence of mold or mildew
- Check for signs of corrosion on all visible pipes
- Ensure the water pressure is between 40-80psi
- Check that the water heater is at the correct temperature and isn't leaking
- Check all drains and plumbing fixtures
- Check hot water heaters
- Check backflow prevention devices
- Ensure safety and shutoff valves are functioning properly
- Check all exposed pipes for leaks or cracks

## HVAC (heating, ventilation and cooling systems):

- Assess that your facilities are receiving proper air flow and that filters and vents are clean
- Check air handlers
- Check roof exhaust fans
- Check building automation systems
- Inspect ductwork and piping systems
- Check refrigerant levels
- Inspect that wires, capacitors, terminal units, and thermostats are in good operating condition
- Ensure that a three foot clearance surrounds heating equipment



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- HVAC system maintenance is up to date and documentation is available
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### Electrical:

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- Check main distribution panels
  - Inspect emergency power/generators
  - Check automatic transfer switch
  - Check main fire pump
  - Check main fire alarm panel
  - Ensure all wiring is properly installed and secure
  - Check that fittings are tight with no corrosion
  - Circuit breakers and disconnects are working and labeled
  - A three foot clearance is around all electrical equipment
  - All electrical panels are covered and secured
  - High voltage enclosures are posted with proper signage
  - Ground fault circuit interrupters are installed in proper areas
  - Extension cords are grounded and in good working condition
  - All hookups to assets are in working order
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### Roof:

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- Assess the flat portion of your roof for punctures, cracks, leaks, and blisters
  - Inspect for drainage issues
  - Check for deterioration, metal corrosion
  - Inspect chimney and vents
  - Ensure there are no missing shingles or tabs
  - Inspect facility ceilings and wall surfaces for cracks, water stains, and water leaks
  - Ensure gutters are clear and fastened correctly
  - Check that HVAC machinery is secure to roof
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### Indoor Areas:

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- Check windows and glass enclosures for leaks, cracks, and proper seals
  - Ensure stairs, railings, and landings and work areas are in good repair
  - Check escalator and elevator inspections
  - Review asbestos inspections
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#### Restrooms:

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- Check for mold, fungus and mildew
  - Ensure toilet bowl, sinks, shower, tubs are free of cracks
  - Fixtures are secure and working properly
  - Ensure restroom is ADA compliant
  - Check for proper ventilation
  - Ensure all faucets are not leaking and hooked up properly
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#### Outside Areas:

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- Ensure ADA requirements for parking, ramps and entrance ways are being followed
  - Sewer cleanout and irrigation covers are in place
  - Windows, siding, trim and doors are weather-sealed, fastened and not cracked
  - Lighting is working and installed correctly
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#### Fire and Safety:

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- OSHA guidelines are being followed for fire extinguishers and carbon monoxide/fire detectors
  - Date and time of last fire alarm system test is available
  - Inspect sprinkler system and ensure main control valve is accessible
  - All emergency exits are clear and have exit signs
  - Emergency exit plans are updated and posted
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#### Individual Asset Checklists:

(defined by your organization)

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**COMMENTS:**

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