Building Facility Manual

Monthly Inspection Resource

For parishes and Schools in

The Diocese of Columbus

The Diocese of Columbus Office

197 East Gay Street

Columbus, OH 43215

Issued Fall - 2016

Diocese Monthly Inspection Report – Supplemental information

Instructions / Guideline:

This resource is meant to be used in conjunction with the facility checklist to help answer typical questions that may arise while reviewing your facility. If at any time, there are questions, please do not hesitate to contact the Facilities Department.

Please walk the Parish or School building and grounds monthly, mark items as acceptable or not acceptable. When work is required, include comments below for corrections needed. See sample inspection report included in this packet. Identify date that those corrections will be made or person you may need to speak with in order to be able to have action taken.

Use this as a tool to ensure your facilities are safe and in good working order. We would recommend that you develop a facility committee or maintenance committee that can be responsible to ensure this is completed and then determine corrective measures and timing when it is possible. You can prioritize items that need addressed and as funds are available address those items. The request is that you are pro-active in your review and maintenance of the facilities.

Note: We are asking you to maintain these reports at each facility and the Facilities Department will ask for them and review when at your property. This is also a great time to ask additional questions and together develop a proactive approach to maintaining the buildings and grounds.

Included herein, is further explanation and information to accompany the checklist. They are included by header on the checklist, then numbered to align with the checklist.

If you have any additional questions, please do not hesitate to contact the Facilities Department.

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Director of Facilities

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General Items

1. **Bulletin boards should include Workers Comp, Employee right to work, HR compliance items**

2. **Housekeeping and sanitation is current and adequate**.
    a. This item is meant to simply prompt you to review:
        i. Are there locations where additional trash cans can be placed?
        ii. Does your dumpster or trash cans need replaced or changed out?
        iii. Was there a ministry / group that used a space and did not clean up after themselves as committed and someone needs notified?
        iv. Do you use an outside cleaning service and how are they doing, do they need a call or email saying something is not getting done or missed.
3. ***Protecting God's children*** **– See Diocese standards for more information.**
    a. The 3 keys are:
        i. Transparency
        ii. Discretion
        iii. Preventative
    b. To meet the requirements of Safe Environment, architectural considerations should focus in the following areas.
        i. Transparent view of activities within the built environment.
        ii. Minimization and elimination of alcoves and hidden spaces or secluded areas.
        iii. Controlled mix of adult and minor occupants within that environment.
        iv. Wherever possible doorways should include window or light sections allowing clear and unobstructed view of the room. Consideration should be given to positioning the windows in a fashion that precludes the ability of someone to gain access to the room by breaking the windows.
        v. Restrooms should be dedicated to use by minors or adults. Every effort should be made to insure a separation.
        vi. Doors without windows are acceptable in restrooms but the doors should have ventilated panels to allow sound transmission.
        vii. Mixing of adults and in particular contractors and visitors with minors in restroom areas should be discouraged at all times.
        viii. Restrooms in parish offices and social halls where dedicated restrooms are impractical should be marked and or designed to allow single occupancy with the ability to lock the doors from the inside. (ie family restroom) Note, no other restroom should be equipped with a lock that can be engaged on the inside of the restroom
4. **Emergency protocol should be published and known by all staff.**
    a. Is there a protocol in place for situations that may arise, school lock down, medical incident during mass.
    b. Whom is responsible for calling 911 and who is in charge.
    c. See attached example
5. **Locations of Medical Facilities are posted and known**
    a. Locations for medical facilities should be posted and known by all staff.

b. Where would a parishioner, student, or staff person go in the event of a minor non-emergency need (stitches) and where would they go in case of major emergency.

6. **Fire drills are current for both schools as well as parish staff.**
    a. Everyone aware of protocol including the rally or gathering point in the parking lot or grass to meet and ensure everyone is safe
7. **MSDS Sheets for products on site are available.**
    a. This can be a hard copy in a binder, digital format on the network, or a web based system. All are acceptable but need to be able to access in event questions arise or in case of emergency
8. **Ladders being used properly**
    a. Do not lean a step ladder against the wall,
    b. You should always extend an extension ladder 3' above the roof surface and secure the ladder whenever possible before accessing a roof
    c. Use the right ladder for the job.
        i. If you don't have something, consider calling a neighboring parish or school and ask if they have one you can borrow.

9. Power tools

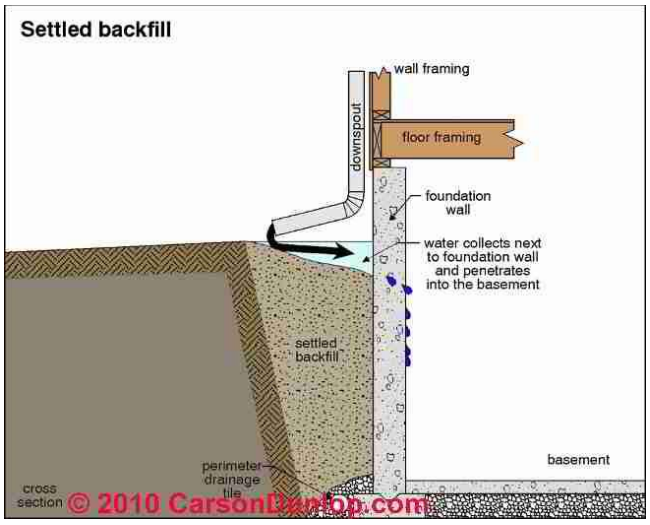
a. All Power tools should be equipped with safety guards or handles that originally came with the device. Do not modify or remove parts of tools.
b. All power tools with plugs should have ground pin.
c. If you have tools that do not meet these requirements, you are encouraged to not use, replace and phase out.
d. Personal protective equipment should be used when using various hand tools, ie safety glasses and gloves when using a saw or grinder.

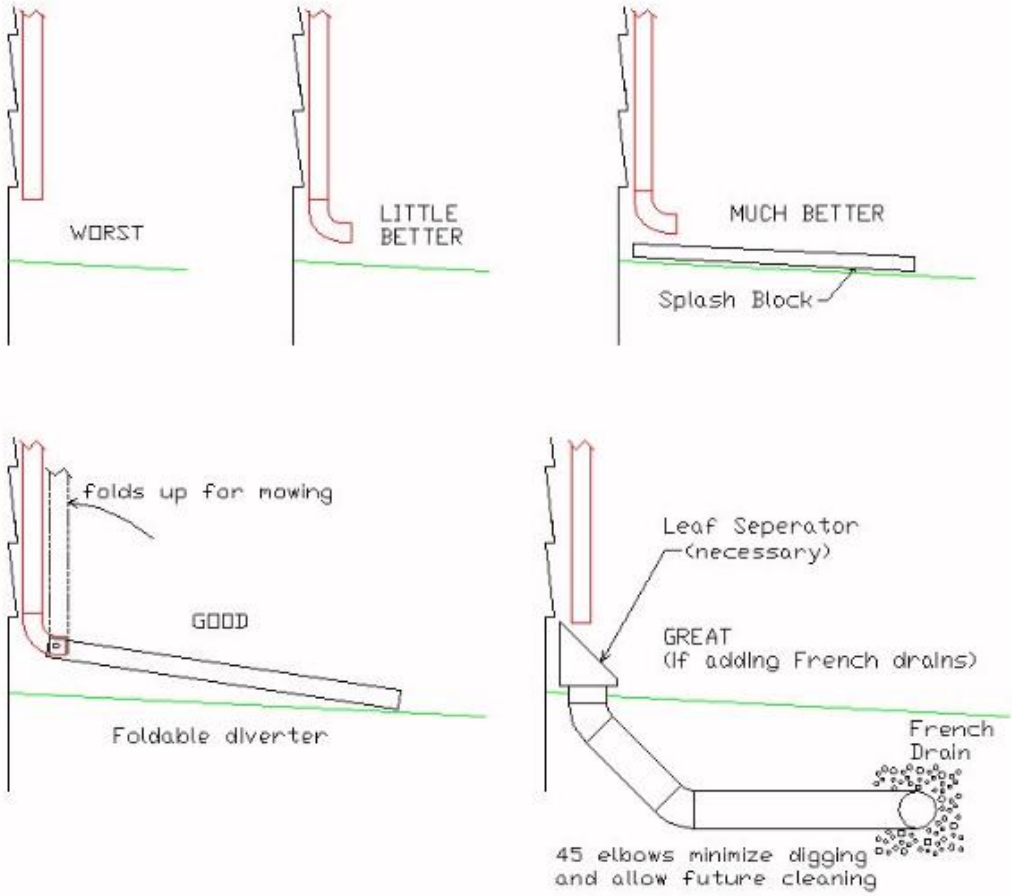
Building Exterior / Envelope

1. **Annual Roof inspection** – at a minimum you would be walking all roof surfaces once per year. There are companies that will come out and do this for you for $500 - $1,000 and address minor holes, flashing, caulking items as they inspect the roof. Key items to review:
    a. Review of flashing at roof valleys
    b. Review of flashing at Eaves and roof wall intersections or around things such as chimneys where you have greater risk for leaks
    c. Review of step flashing
    d. Review of membrane roofs for potential ponding water, penetrations, pins holes, storm damage, flashing around roof top units, drains, pipe penetrations
    e. Look for wear points on shingles / flashing details on shingle roofs around penetrations
2. **Review window and exterior caulking** –
    a. The typical life expectancy of caulking is 7-10 years. Windows, masonry control joints, flashing details all need reviewed atleast annually.
    b. One of the main sources of water intrusion into buildings are flashing details and deteriorated caulking. Rather than complete one door or window at a time when it fails, consider doing your entire building so that you know you are then good for 7-10 years.
    c. If you don't have funds to do your entire building, get a quote from a caulking company and then start setting aside funds to do it in the near future.

3. **Clean gutters or flat roof drains twice per year**
    a. Flat rubber roof areas are generally installed with a primary and secondary drain. The secondary drain should only function if there is a tremendous rain event or if there is an issue with the primary drain.
    b. Inspect your rubber roofs atleast twice a year to ensure your primary drains are clear. Secondary drains may be piped or a through wall scupper. If you do not have a secondary or emergency drain, please note it and keep it on a working list of improvements needed.
    c. Gutters should be cleaned out each year at a minimum of once. Leaves and other debris will eventually clog the downspouts and piping downstream and could cause major issues.

4. **Review downspouts, gutters and underground to ensure clear and functioning** –
    a. Getting water off of the roof and away from the building is a key to keeping buildings in good working order.
    b. When possible, tie downspouts into storm sewer systems rather than drain to grade. If they drain to grade, be sure that you have positive drainage away from the building.
    c. It is also important to review any planting beds around your building an ensure mulch is not piled up against the building covering the weep holes in your masonry or piled up onto a surface which it can damage. Stucco, siding, etc all need to be able to drain from the bottom so mulch needs to be down low.


Settled backfill
wall framing
downspout
floor framing
foundation wall
water collects next to foundation wall and penetrates into the basement
settled backfill
basement
perimeter drainage tile
cross section
© 2010 CarsonDunlop.com


WORST
LITTLE BETTER
MUCH BETTER
Splash Block
folds up for mowing
GOOD
Foldable diverter
Leaf Seperator (necessary)
GREAT (If adding French drains)
French Drain
45 elbows minimize digging and allow future cleaning

5. **Review exterior building conditions**
    a. Review masonry conditions for cracked out joints, cracks in block, stone, or brick. Is water penetrating the exterior of the building. Over time, mortar will weaken and can chip out or become more susceptible to water intrusion.
    b. Review tops of walls – is there stone at the top of wall detail that is potentially allowing water to soak through the stone into the wall cavity.
    c. Siding – Ensure that trim pieces and flashing pieces are in place. Any missing siding or areas where it needs resecured?
    d. Windows and exterior doors – do all operable windows function as originally intended. Especially review where windows are intended to be an emergency egress. Are windows potentially painted shut? Are screens intact?
    e. EIFS or stucco – Are spider cracks visible (especially review after a rain as that is when the cracks are more visible) Water will penetrate and get behind the system and will cause further damage.
    f. Review mulch and exterior grade – There should be a minimum of 8" from the exterior siding / stucco / other – from the grade going around your buildings
6. **Review Basement Walls for moisture issues**
    a. Review the exterior foundation walls. Are there visible cracks or other signs of water penetration
    b. Review especially basement slabs for signs of water intrusion.
7. **Review building for sign of Mildew mold or water intrusion**
    a. Be sure that on the Exterior the grade drains away from the building.
    b. Ensure that all drains are functioning properly
    c. Review basement walls for signs of spalling, bowing, water at base of wall, or things leaching out of the wall.
    d. Review interior walls and ceilings for any signs of water intrusion. Review around windows, are floors popping or bowing, moisture at the base.
    e. Look for any signs of dark spots on walls / ceilings – investigate when you find them
    f. Pay attention to smell, whenever possible try to keep air moving in basement locations via fans and dehumidifiers.
8. **Review caulking on buildings at windows, walls, roof and doors**
    a. Caulking of windows, masonry joints, etc – Caulking on average will last 7 to 10 years. If you have caulking that you know is much older than that, then start making a plan to replace. If at all possible, do the entire building at the same time so that you can have easier records of dates it was last done. Try not to piece in here and there only when issues arise, be pro-active to keep water out of the building.

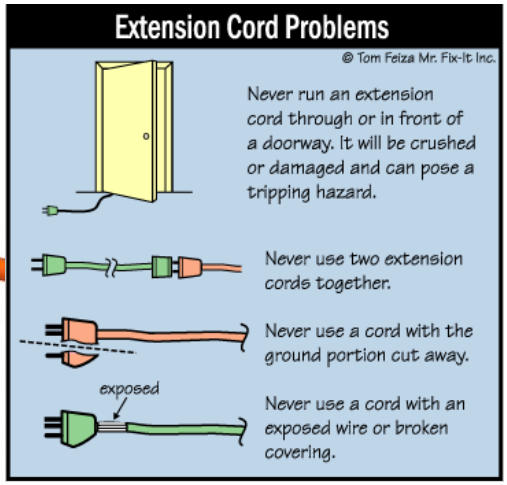
9. **Complete annual termite / insect inspection**
    a. A good practice is to do regular insect spraying around the perimeter of your buildings. This is especially important if your building has wood framing for walls or trusses. If you are not sure what the construction of your building is, then please ask. Termites and other wood boring insects can do a great deal of damage in a short period of time. They can go undetected to the untrained eye and potentially cause damage that cannot be repaired.

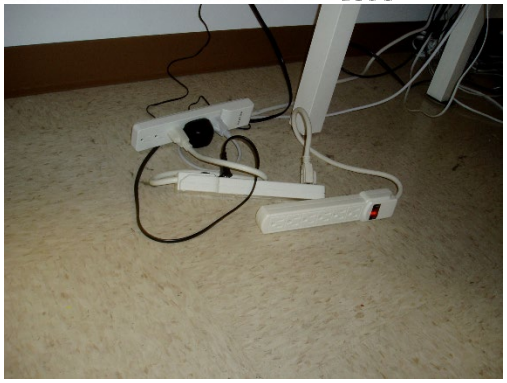
10. Review any pest control boxes / bait stations
    a. Consider an annual contract with a company to take care of them and maintain them
    b. Ensure they are in place and have not been tampered with or removed
    c. Walk the building perimeters to see if there are any holes in exterior walls or openings where animals can get into the building
    d. If there is a Bell tower, ensure screen is intact to keep bats, pigeons, other animals out of the spaces.
    e. If you have a large attic space, review it once or twice a year to ensure that birds or pats have not found their way into the space.
    f. If you have a chimney, ensure there is protection on the roof to keep animals out. Inspect chimney annually to ensure it is clear and functioning.

Electrical

1. Ensure that all outlets have cover plates and are in good working order. Where applicable, provide safety child covers. Buy an inexpensive tester from a hardware store and use it to verify your outlets are grounded properly.

2. **Always keep an eye out for any damage to cords or electrical devices.**
    a. When you turn a light on, do you hear an arc flash in the wall – connections are likely loose and need addressed
    b. Are there extension cords used for a long term purpose that need reviewed to ensure they are still in good shape
3. **Extension cords**
    a. Ensure that extension cords being used are commercial grade.
    b. Do not daisy chain extension cords together.
    c. Ensure cords have the grounding pin on them.
    d. Do not route cords through doorways or underneath carpet or other materials.
    e. If there is damage to a cord, do not use it. Replace the cord.

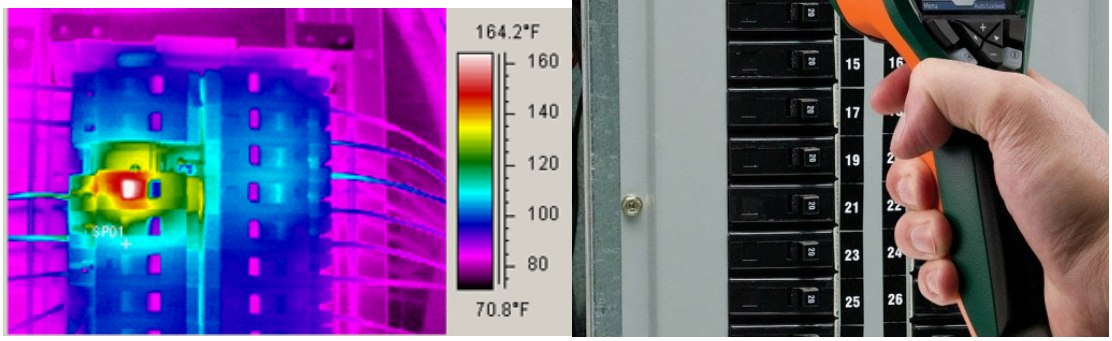




4. **Lights working / need bulb replacement**
    a. Make a list of bulbs that are out and ensure there are safe ways to get to each bulb for replacement.
    b. If you have to rent a lift, consider replacing all the bulbs in a ceiling rather than just the ones that are out.
    c. Consider the LED retro kits for your lighting. The pricing for these bulbs has become much more economical and payoff period with energy reduction is also reduced.
    d. Utility companies continue to offer discounts for retrofitting lighting to LED or other high efficiency. Contact Facility department for more information and ideas.
5. **Exterior outlets are protected from weather**
    a. Confirm exterior outlets have GFCI (ground fault circuit interrupter) and have a cover on them. If they don't, this is an easy modification for an electrician to complete for you.
    b. Try to avoid outlets in wet areas. If you have floor boxes, periodically inspect them to ensure they are not damaged.

6. **3' in front of electrical panel clearly marked**
    a. Keep 3' in front of electrical panels clear from any obstructions.
    b. Whenever possible, tape or paint on the floor a 3' box on the floor in front of the panels.

7. **Electrical panel / Connections – Annual review**
    a. Over time, issues can arise with breakers in your panels as well as equipment.
    b. Many electricians are equipped with a thermal imaging camera (relatively inexpensive these days) and can image your electrical panel to see if any breakers need replaced or if you have loose connections on equipment.
    c. Doing an annual thermal inspection with an electrician is highly recommended. Mid City Electric is one company that has a service department to complete such a service. They can then price to remedy issues that are found.
    d. Loose wires at a connection to a piece of mechanical equipment can cause catastrophic damage to the unit or worse to the building.



8. **Lockout tag out procedure**
    a. Lockout tag out procedures are in place – If you are doing work on an electrical system and shut a breaker off in the panel, you should be marking the panel to indicate to anyone else why the breaker is off.
    b. Similarly, if you shut off a domestic water line valve to replace a fixture or component, mark the valve with your name and why it is turned off.
    c. Others should always be aware that work is occurring.

9. **Fire alarm system – Annual inspection completed**
    a. Fire alarm system should be inspected annually by a licensed installer. Schools will have more stringent standards and follow your local jurisdictions requirements.
    b. In case of emergency, does the fire department know where to go? Does your fire alarm monitoring company indicate which building or location the fire department needs to respond to.

Mechanical and Plumbing

1. **Boilers must have an annual state inspection** and as well be reviewed weekly to test the blow down. See additional information on boilers from the Diocese or contact the Facilities Department for more information
    a. Confirm boiler exhaust is intact and not plugged. Confirm boiler has adequate fresh air intake
    b. Utilize CO2 detectors in public areas to ensure that there is adequate air exchanges and fresh air in spaces.
2. **Boiler Reviewed Weekly – Test blowdown**
    a. Boilers must be inspected on a weekly basis. For more information on Boiler inspections or if you have not been part of the Facility boiler training sessions, please call downtown
3. **Sump Pumps**
    a. Sump pumps should be tested monthly to ensure they are in good working order. In most cases, there is a test button or you can lift the float or plug the cord directly into the outlet to confirm it runs.
    b. You also need to review where the sump pump exits the building or what it ties into. If the sump pump drains immediately to grade of the outside wall, where is it going from there. Do you have positive drainage away from the building or is the water simply soaking back down into the ground at the wall.
4. **Dehumidifiers Running in basement areas to a drain**
    a. For a dehumidifier, find a floor drain and run the hose to the floor drain from a dehumidifier rather than relying on remembering to empty out a bucket.
    b. Keep air moving in a basement area via fans or other. Cross ventilation is key.
    c. Consider using a larger more commercial dehumidifier if a smaller unit does not appear to be keeping up (is it always running for example every time you are in the basement)
5. **Check plumbing fixtures, leaks, old valves, shut offs**
    a. Atleast annual, exercise your main building water shut off. Over time, if not utilized, valves can corrode and become nonfunctional.
    b. Look for signs of water around existing fixtures, under sinks, around toilets on the floor
    c. Consider changing over to low flow fixtures or valves – over time you will save move than the value of the fixtures.
6. **Check main sanitary system annually, no backups**
    a. Understand your buildings and know where your sanitary line runs and exits. Keep an eye on fixtures especially close to the main sanitary outlet point.
    b. If you have a site that is heavily wooded, know where your sanitary line is located as it relates to trees and other landscaping. Roots can completely destroy / plug a line.
    c. It is a good idea to annually or every couple of years, jet out your sanitary system to keep it in good working order.
7. **Avoid use of space heaters when possible.**
    a. When at all possible, avoid the use of space heaters.
    b. If space heaters must be used, ensure unit is a model that will shut off if tipped over.

c. Ensure that no combustibles are within 5’ of the space heater.
d. Sit unit on a hard non-combustible surface, not on carpeting for example.
e. Ensure plug is installed into a multistrip or directly into an outlet, not residential extension cords.

8. **Filter replacement on HVAC units is kept current**
    a. Refer to owner / equipment manuals for HVAC equipment filter replacement.
    b. If possible, maintain an annual service contract with an HVAC company that can include filter replacement. Or maintain a calendar with a reminder to replace filters. There are also companies that do filter replacement only as an option
    c. Failure to replace filters will hurt the efficiency of the units and potentially cause long term damage to the equipment.
9. **Kitchen Hood / Exhaust in good working order**
    a. If applicable, ensure that your kitchen hood is maintained. There is normally a drip tray on the hood to collect grease. Keep that clean
    b. Ensure the fan is in good working order
10. **Ansul hood system**
    a. Most kitchen hoods are equipped with an Ansul fire sprinkler system.
    b. This system needs inspected annually by a certified installer.
    c. If your hood is an older style, it may not have an ansul system. If you renovate the kitchen, consider adding this to your current hood.

Fire Protection & Prevention

1. **Fire extinguishers are mounted and unobstructed**
    a. Verify that your extinguisher is the right type for the intended use. In general, ABC fire extinguishers are most commonly used as they are intended for most applications.
    b. You should have fire extinguishers clearly marked and visible. Key areas are:
        i. Commercial Kitchens or small kitchens / kitchenettes in offices
        ii. Mechanical and / or electrical rooms
        iii. Garage areas or workshops
        iv. Assembly spaces – typically located near exit doors
2. **Fire extinguishers are current and charged**
    a. Fire extinguishers must be visibly mounted and tagged.
    b. They require a monthly inspection by the facility to confirm the indicator is still showing full
    c. As well, they require an annual inspection by a certified company.

3. **Combustible materials not allowed to collect**
    a. Do not store combustible materials near heating equipment, electrical equipment, or things like paint.
    b. Never store combustible materials under stairwells
    c. Routinely go through
4. **Combustible materials are more than 3' from ignition source**
    a. Do not store combustible materials near heating equipment, electrical equipment, or things like paint.
    b. Keep storage materials 3' away from such items and when needed, mark the floor to help prevent others from doing it. Use paint or tape.
    c. Never store combustible materials under stairwells
5. **Fire Sprinkler system – Annual inspection completed**
    a. A fire sprinkler system requires an annual inspection by a certified NFPA installer.
    b. This can be the company that originally installed the system or someone you contract with annual for the inspection. You should also talk with this company and see what other maintenance items you may need to do during the year outside of this inspection.
        i. For example, a dry sprinkler system (no water in the pipes in places like attics) may have drum drips that gather condensation. These need drained regularly especially in the winter time or condensation can build up in the pipe, freeze and break the pipe.
    c. Sprinkler system/backflow inspections every year
        i. Backflow has to be once a year and it has to be by a licensed person/company.
    d. **Fire pump** –
        i. Needs to be turned on and ran once a week for 10 mins, this can be done by maintenance.
        ii. One annual full flow test and inspection must be done by licensed person/company per year. It is recommended to do a quarterly inspection on the fire pump as well, but not required. Quarterly would not include a full flow test, just a review off all valves, packing, panels, etc.
    e. Emergency Generators – Should be tested weekly and run for 15 minutes. This is typically set up and programmed to do it the same time each week. So you should confirm it occurs at that time each week.
6. **Candles kept clear from combustibles**
    a. Candles must always be kept clear of combustibles – inspect the candle stands and vessels to ensure no damage or cracks are visible.
    b. Insurance requirement is to keep all candles 36" from anything wooden/combustible and minimum 8" heat shield if they are closer than 36".
    c. As far as Diocese is concerned, candles are only permitted inside the church, no other public spaces.

Heating Safety

There is something about the winter months and curling up with a good book by the fireplace. But did you know that heating equipment is one of the leading causes of home fire deaths? With a few simple safety tips and precautions you can prevent most heating fires from happening.

BE WARM AND SAFE THIS WINTER!

- Keep anything that can burn at least three-feet away from heating equipment, like the furnace, fireplace, wood stove, or portable space heater.
- Have a three-foot "kid-free zone" around open fires and space heaters.
- Never use your oven to heat your home.
- Have a qualified professional install stationary space heating equipment, water heaters or central heating equipment according to the local codes and manufacturer's instructions.
- Have heating equipment and chimneys cleaned and inspected every year by a qualified professional.
- Remember to turn portable heaters off when leaving the room or going to bed.
- Always use the right kind of fuel, specified by the manufacturer, for fuel burning space heaters.
- Make sure the fireplace has a sturdy screen to stop sparks from flying into the room. Ashes should be cool before putting them in a metal container. Keep the container a safe distance away from your home.
- Test smoke alarms at least once a month.

Heating Equipment Smarts

Install wood burning stoves following manufacturer's instructions or have a professional do the installation. All fuel-burning equipment should be vented to the outside to avoid carbon monoxide (CO) poisoning.

Install and maintain CO alarms to avoid the risk of CO poisoning. If you **smell** gas in your gas heater, do do not light the appliance. Leave the home immediately and call your local fire department or gas company.

FACT

Half of home heating fires are reported during the months of **December**, **January**, and **February**.

Name of Organization Goes Here

Contact Information Goes Here

Your Source for SAFETY Information
NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

Furnishings

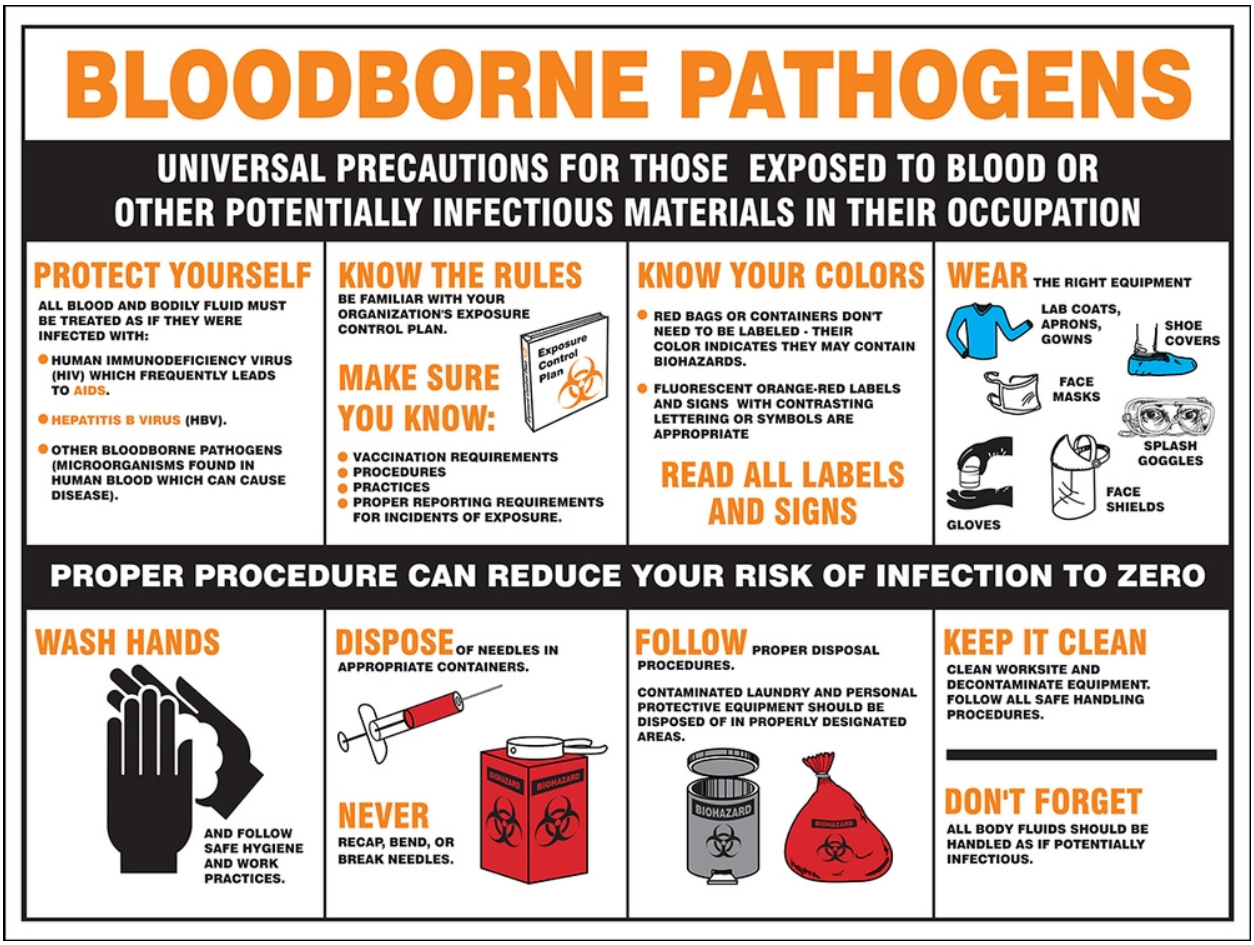
1. **Tables, chairs, bleachers or other are in good condition**
    a. Regularly inspect tables and chairs are they are set up and torn down. Replace and / or repair tables or chairs as issues are found.
    b. Inspect other types of furnishings ranging from pews to gymnasium bleachers to ensure they are in good working order. If you have an issue and are unsure whom to contact, ie for example a bleacher maintenance company, please contact the facility department for information.
2. **Step stools available when needed**
    a. A chair or other piece of furniture should never be used to access an upper shelf or item
    b. Purchase a step stole and mount it on a hook on the wall in areas like kitchens so that it is accessible to all. Remind others to utilize it.
3. **Computer and phone cords**
    a. Layout computer locations and phone locations so that cords do not create tripping hazards.
    b. When needed, add additional outlets or data jacks.
    c. Purchase the cord covers that can be used in aisle ways to cover cords and protect others from tripping.
    d. Do not use more than one multiport surge protector in the same outlet.
4. **Kneelers and pews**
    a. Inspect kneelers to ensure components have not come loose.
    b. Ensure there are no sharp edges on pews or kneelers.
    c. If things are found, confirm your warranty on the pews as many manufacturers carry 20-25 year warranties on their pews and you may be able to get parts or service on the pews covered at no cost to you.
5. **Book cases and shelves not overloaded**
    a. Confirm that items are not overloaded and pose a hazard to those around it.
    b. Understand the rating of shelving or racking and where needed, mark it accordingly so notify others of the ratings and limitations
6. **File drawers and cabinets closed when not in use**
    a. Ensure office area aisles are kept clear, close drawers on cabinets and on file cabinets when not in use.
    b. Verify that file cabinets have safety function that does not allow you to open more than one drawer at a time (prevents possible tipping)

First Aid Kits / AED Defibrillators

1. **First aid Kit**
    a. Confirm that a first aid kit is available in church, parish office, and / or school.
    b. Confirm monthly that the products inside are not expired and you are not out of anything.
    c. Inside a church, confirm sacristan, usher or other in charge in case of emergency, know where the first aid kit is located.

2. **AED is clearly marked and inspected**
    a. Ensure it is located in a prominent location

3. **Inspection of AED Defibrillator**
    a. Confirm that the green light is flashing atleast monthly. The battery over time will fail so ensure it is charged and ready in case of emergency.
    b. Confirm that you have staff or laymen trained on the use of the device for school, during the day or weekend activities.



Assembly Areas – Gym, Church, Auditorium

1. **Max occupancy**
    a. Most municipalities require you to label the maximum occupancy for assembly spaces.
    b. Ensure that there is a sign posted and that this is enforced.
    c. It is usually a good idea to create various table and chair layouts showing how the room should be set up for various functions. This helps ensure that egress paths are maintained and not restricted.
    d. During events, start off the event by making sure everyone in the room is aware of the emergency egress plan and where the exits are located. Many times we have people in our facilities that are not familiar with it.
2. **Confirm that cords and cables don't create tripping hazards.**
    a. Based upon the various ways that rooms can be utilized, ensure there are means to get power to things such as projectors, decorative lighting, computers, etc.
    b. Have on hand cord covers / protectors to use in aisle ways to prevent trips

3. **Tables, chairs, bleachers or other are in good condition**
    a. Regularly inspect tables and chairs are they are set up and torn down. Replace and / or repair tables or chairs as issues are found.
    b. Inspect other types of furnishings ranging from pews to gymnasium bleachers to ensure they are in good working order. If you have an issue and are unsure whom to contact, ie for example a bleacher maintenance company, please contact the facility department for information.

Stairs, Chair Lift & Elevator

1. **No storage within 18" of sprinkler heads**
    a. NFPA code requires a minimum of 18" from any object to a sprinkler head. Do not stack items up to the ceiling in storage rooms.
2. **No Storage under stairs**
    a. Stairwells should be clearly marked / identified. In nearly all cases, storage under a stairwell is not allowed per fire code.
3. **Access to stairs kept clear, handrails secure**
    a. Keep access to the stairs and down the stairs clear.
    b. Ensure area outside of the doors is kept clear and there is a safe path of egress once you exit the door to get to a parking lot or other grass area away from the building.
    c. Confirm that the handrails on stairwells are secure and not loose.

4. **Elevator / Chair lift**
    a. All elevators as well as handicap chair lifts require a state annual inspection.
    b. We recommend maintaining a service contract with companies which would include the annual inspection and service call responses. All elevator companies can service one another's equipment, therefore a schindler elevator does not need to have a service contract by Schindler.
    c. Get competitive bids and consider signing a longer term agreement to obtain the best annual rate. Consider what you need for callback response. You will get the best price sticking with Monday through Friday – 7 to 4:00 service hours, provided you can make do with the elevator being down over a rare weekend.
5. **More than 3 steps or 20" requires a handrail**
    a. Building code indicates that on any new construction, 3 steps or more than 20" requires a handrail for access.
    b. Verify that your steps have the same size risers. They should be plus or minus ¼" from one another to prevent someone from tripping
    c. The exception to the code above are platforms in a church where handrails are not required but we would recommend they be installed for ease of access.
6. **Review Handrail on balconies, porches, or other raised areas**
    a. Inspect handrail and balcony railings regularly to ensure they are secure. Watch for deterioration of the metal or wood which then reduces the strength.
    b. Current code requires that vertical pickets on railings not allow a 4" sphere to pass through them. If you do not meet these requirements, consider adding additional pickets to help prevent young children or other from going between the pickets.

Walking Surfaces / Aisles

1. Flooring in Good condition, no trip hazards
    a.
2. Wet Floor signs in place, if applicable
    a.
3. Edges of Walk off Mats lay flat
    a.
4. Walkways and aisles kept clear of trip hazards
    a.
5. No tripping hazards on sidewalks, high edges
    a.
6. No tripping hazards in drives or parking lots
    a.

Parking Lot / Along roadways / Playground Areas

1. **Handicap Spaces are properly marked and enforced**
    a. Confirm that you have the proper amount of handicap parking spaces to meet code
    b. Verify that there is an accessible path from the actual parking space into the building.
    c. Look at installing handicap push buttons and hardware on doors to help make access easier into the building
        i. Consider applying for a grant for something like this as they are regularly granted.
2. **Timely ice / snow removal**
    a. Use walk off mats whenever possible during rainy or snowy weather to help prevent slippery surfaces inside the buildings. T
    b. his also will help reduce maintenance on the flooring materials by protecting them.

3. **Crosswalks, drop offs, wayfinding are clearly marked**

4. **Sidewalks free of debris and other hazards**

5. **Mulch or other safety surface is maintained in the playground area**

6. **Parking blocks / signs used to control traffic.**
    a. Way finding signage for visitors and as well to keep heavy trucks off of light duty asphalt

7. **Storm water system / Downspouts are functional and working**
    a. Inspect for signs of water in mulch beds or water staining on hard surfaces, these are indicators that your drains aren't working properly

Means of Egress out of buildings

1. **Exits evident and marked with signage**
    a.
2. **Exits and exitways unobstructed, ready for use**
    a. Sidewalks level and no trip hazards
    b. Review your parking lots and sidewalks for trip hazards.
    c. Sidewalks that are lifted due to tree roots for example.
    d. Pot holes in the parking lot or crumbling curbs pose hazards and should be addressed.
    e.
3. **Exit Door hardware operates properly**
4. **ADA Accessibility, Maintained, Ways to Improve**
5. **Is emergency egress lighting in place and functional**
    a.
6. **Test Batteries on exit signs and egress lighting**
    a.
7. **If Multi-floor buildings, confirm ADA safe areas in case of emergency**

Comments and Corrective Actions

The intent of the bottom of the form is to provide space for taking notes and providing additional details for what needs to be addressed. Take pictures of items that you find. You may take a picture of an item a couple months straight and be able to see the problem getting worse. This is a good way to monitor potential issues.

This form is intended to be a tool and reminder to know what to look for as you review your facilities. It is understood that economics will certainly come into play and items may be discovered that need to be budgeted for down the road. Utilize the grant process as much as possible. Include pictures with the grant submission and show that you have been proactively monitoring the items but need assistance to get it remedied.

Do not hesitate to email the facilities department with questions or recommendations for possible contractors to take care of items.

A sample inspection report is attached for your reference: