

ANNUAL PROPERTY INSPECTION CHECKLIST

DATE OF INSPECTION: _____

DATE OF NEXT INSPECTION: _____

INSPECTED BY: _____

[NOTE: to be completed annually by the Property Committee]

	YES	NO	NEEDS ATTN	NOTES [e.g., LOCATION, ACTION NEEDED]
1. EXTERIOR MAINTENANCE				
1.1 Are walkways & steps in good condition & clear of debris? "				
1.2 Are shrubs & tree branches trimmed back from roofs/walls?				
1.3 Is the flat roof free of vegetation & draining properly?				
1.4 Are exterior walls in good repair (check cracks & pointing)?				
1.5 Is exterior caulking (doors, windows, panels) in good repair?				
1.6 Are all windows, screens & storms in good repair?				
1.7 Are all exterior wood surfaces/finishes in good condition?				
1.8 Are gutters & downspouts clear and working properly?				
1.9 Are garden, lawn & fenced areas in good condition?				
1.10 Are exterior sheds in good repair (check doors, locks)?				
1.11 Is all external maintenance equipment in good repair?				

2. ENTRANCES AND EXITS				
2.1 Are exit routes free from obstructions & hazards?				
2.2 Are entrance landings & stairwells clear & unobstructed?				
2.3 Are mats at entrances in good condition (flat & clean)?				
2.4 Are all doors, locks & closets working & in good condition?				

3. FIRE, SAFETY AND FIRST AID				
3.1 Is the boiler room clear of combustible, hazardous material?				
3.2 Is garbage and recycling material properly packed & stored?				
3.3 Are fire extinguishers & fire doors in good working order?				
3.4 Are cleaning supplies/chemicals properly labeled & stored?				
3.5 Are First Aid kits accessible & adequately supplied?				

YES

NO

NEEDS
ATTN

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4. ELECTRICAL AND LIGHTING

4.1 Is there clear access to electrical panels & disconnects?				
4.2 Are the electrical panels labeled & clear of combustibles?				
4.3 Are all receptacles/plates correctly installed (check GFCI's)?				
4.4 Are all switches/plates correctly installed?				
4.5 Are all emergency & security lights working?				
4.6 Are all other light fixtures & bulbs in working order?				
4.7 Are all working areas adequately lit (check at night)?				

5. INTERIOR MAINTENANCE

5.1 Are floors clean, in good repair & clear of clutter?				
5.2 Are interior spaces clean (e.g., cobwebs, marks on walls)?				
5.3 Are interior walls, trims and finishes in good repair?				
5.4 Are interior doors, windows & latches in good repair?				
5.5 Are chairs, tables & church furnishings in good repair?				
5.6 Are the audio-visual & sound systems working properly?				
5.7 Are kitchen appliances in good repair?				
5.8 Are cupboard/closet doors, hatches & latches in good repair?				
5.9 Are all faucets, shut-offs, sinks & drains in good repair?				
5.10 Are washroom facilities & toilets in good repair?				
5.11 Are basement drains clear & working properly?				
5.12 Are basement floors dry (check following heavy rain)?				
5.13 Is all internal maintenance equipment in good repair?				

6. HEATING, VENTILATION, AIR CONDITIONING

6.1 Are air conditioning units working properly?				
6.2 Is the boiler & heating system inspected & in good repair?				
6.3 Are all thermostats working properly?				

7. MONITORING, TRAINING AND REPORTING

7.1 Is the Fire Safety Plan up-to-date & approved?				
7.2 Are fire & safety inspection logs filed in the Office?				
7.3 Are fire & emergency instructions prominently posted?				
7.4 Are annual tests/reports of fire safety equipment on file?				

YES

NO

NEEDS
ATTN

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7.5 Are completed copies of the Custodian Checklist on file?				
7.6 Is there evidence of fire/safety training in past 12 months?				

8. ADDITIONAL COMMENTS, SUGGESTIONS OR RECOMMENDATIONS: