

Facilities Maintenance Checklist

To be filled by a member of the Health & Safety Committee

Building:

General Facility	Yes	No	N/A	Comments
Light Lens covers and ceiling tiles are in place				
Ceiling tiles are free of water damage				
Flooring materials are securely fastened to reduce trip hazards				
Floors are free from slip, trip and fall hazards				
Accessible doors are functioning				
SDS available				
Walkways are free from obstructions, and tripping hazards				
No electrical cords or air hoses are crossing walkways				
Floor surfaces are uncluttered				
Stairwells	Yes	No	N/A	Comments
Clear and unobstructed				
Railings are provided and are in good condition				
No flammable materials are stored				
No loose materials (e.g. treads)				
Non-slippery tapes present on every step				
First Aid	Yes	No	N/A	Comments
Contents of kits are clean, orderly, and not past expiry date				
Kits are inspected monthly				
Kits are easily accessible				
Trained first aider is present and name posted on the kit				

Fire and Emergency	Yes	No	N/A	Comments
Fire extinguishers are inspected monthly				
Correct type of extinguisher is provided				
Fire extinguishers are accessible and unabstracted				
Fire alarm pull stations are easily accessible and unobstructed				
Emergency lighting is operable				
Office Environment	Yes	No	N/A	Comments
Office areas are clear of clutter, dust, and waste materials				
Wall mounted cabinets, shelving, bookcase secure – not overloaded				
No combustible materials are stored near or on heaters				
Adequate lighting is provided				
Aisles are kept free from obstructions				
Electrical	Yes	No	N/A	Comments
No frayed or damaged cords				
Outlets are not overloaded with too many plugs				
Electrical rooms are kept free of combustible materials				
Electrical panels are clearly identified				
Breaker panels are accessible, all circuits are properly labelled				
Extension cords are NOT being used as a permanent remedy				
Electrical rooms are clearly identified				
Electrical outlets, cover plates, wall switches are secure/undamaged				
Electrical devices show no signs of overheating (not hot to touch)				
Three-foot clear zone is maintained around all electrical panels				

Classrooms	Yes	No	N/A	Comments
Audio-visual screens are securely fastened				
No tripping hazards				
Light Lens covers and ceiling tiles are in place				
Ceiling tiles are free of water damage				
Flooring materials are securely fastened to reduce trip hazards				
Floors are free from slip, trip and fall hazards				
Classroom bulletin board information present (building maps, emergency procedures and fire)				
Ventilation	Yes	No	N/A	Comments
Air inlets and outlets are free of debris/contaminants (moulds)				
Housekeeping	Yes	No	N/A	Comments
Garbage bins are located at suitable points				
Recycle, Garbage and waste bins are emptied and clean				
Spills are cleared up thoroughly				
Spill kits are available				
Grounds				
Pedestrian walkways/parking lots have adequate lighting				
Walkways/parking lots are free of slip, trip and fall hazards				
Ladders	Yes	No	N/A	Comments
Properly Stored				
Proper class and material				
Kept in good condition				

Washrooms	Yes	No	N/A	Comments
Mirrors are clean				
Urinals and toilets are kept clean				
Sinks are kept clean				
Faucets are kept clean				
Soap dispenser is restocked				
Hand dryer is in working condition				
Door handles, wall switches are kept clean				
Floor drains are free of debris				
Light Lens covers and ceiling tiles are in place				
Ceiling tiles are free of water damage				
Floors are free from slip, trip and fall hazards				
Light bulbs are functioning				
Looks and smells clean				
Cleaning Schedule displayed at the back of the doors				

Date of Inspection: