



270 Washington Street, Suite 2-129, Atlanta, GA 30334 (404)656-2355

Please submit form to: Transaction Management

The following inspection report should be completed quarterly, for evaluation of each property occupied by a state agency, to properly document any needed repairs or deficiencies, and will serve to notify SPC of such deficiencies. Please fill out this form in its entirety; please do not leave any spaces blank. Insert N/A if the line item is not applicable. If additional room is needed to comment, please attach additional sheets to this report. We encourage the inclusion of clearly labeled photographs to document any deficiencies or necessary repairs.

## Facility Inspection Checklist

General Information		
1	Lease #	
2	Location Address	
3	Occupying Agency	
4	Representative Conducting Review- contact info	
5	Local Representative assisting with review-contact info	
6	Date of Current Review	
7	Date of Last Review	
8	Review conducted by observation or interview?	

Mechanical Systems			Yes	No	Comments
9	HVAC	Is HVAC working properly?			
10		Are units serviced on a regular basis? If so, how often?			
11		Do any HVAC units have visible leaks?			
12		Thermostats working?			
13		HVAC vents operational?			
14	Plumbing	Toilets working properly?			
15		Sinks draining properly?			
16		Faucets working properly?			
17	Electrical	Lighting clean & operating?			
18		No unauthorized electrical appliances are in facility?			

19		Extension cords are not being used?			
20		Power strips cords are properly located and out of reach?			
21		Power strip cords are not daisy-chained?			
22		GFCI outlets tested monthly?			

Building Interior			Yes	No	Comments
23		General cleanliness			
24	Floors	Floor cleaned & maintained?			
25		Baseboards condition?			
26		Carpet/tile condition?			
27	Doors	Doors clean & operating?			
28		Lock mechanisms working?			
29	Windows	Windows clean & operating?			
30		Caulking			
31		Screens in place?			
32	Walls	Paint in need of touch up?			
33		Drywall need patching?			
34	Ceiling	Ceiling tiles are in good condition?			
35		Ceiling tiles missing or stained?			
36		Any visible leaks?			
37	Kitchen	Kitchen area clean & operating?			
38		Any unauthorized appliances in kitchen?			
39	Storage/Equipment areas	Clean & orderly?			
40		Storage areas do not contain unauthorized equipment or materials?			
41		Ventilation/Exhaust working?			
42		Warning signs in place?			
43		Safety equipment available?			
44		Painted surfaces maintained?			
45		Lighting working properly?			
46		Lock out tags in place?			
47		Supplies properly labeled and stored?			
48	Stairwells	Handrails secure?			

49		Treads & landings maintained?			
50		General & emergency lighting?			
51	<b>Restrooms</b>	Restrooms are ADA compliant?			
52		Partitions clean & operational?			
53		Fixtures are clean & operational?			
54		Paper & soap dispenser operational?			
55		Mirrors undamaged & clean?			
56		Floor drains clear?			
57		Signage in place?			
58		Trash receptacles clean?			
59	<b>Miscellaneous</b>	Drinking fountains operational?			
60		Directory			
61		Do any tripping hazards exist?			
62		Cords on window coverings are secured?			
63		Elevators operational?			
64		Water temperature is at 100 degrees max on all sinks accessible to children?			
65		No exposed nails, screws, bolts or other sharp edges?			

<b>Building Exterior</b>			<b>Yes</b>	<b>No</b>	<b>Comments</b>
66	<b>Roof</b>	Any active leaks?			
67		Visible punctures or tears?			
68		Drains clear of obstruction?			
69		Gutters clean of debris?			
70		Roof drains working & clear of debris?			
71		Flashings properly installed?			
72		Antennas & dishes on pads?			
73	<b>Building</b>	General cleanliness			
74		Painting			
75		Masonry			
76		Railings			
77		Handicap Access in compliance?			
78		Entrance doors operational?			
79		Windows & glass intact & clean?			
80		Façade signage			
81		Building numbering/address			
82		Lighting			

83		Canopies & overhangs			
84		General caulking			
85		Skylights in good condition			
86	Parking Lot/Grounds	Striping			
87		Asphalt condition			
88		Sidewalks & Curbs			
89		Signage for Towing			
90		Rain drains & grates clear of debris?			
91		Benches/fountains/tables			
92		Walkways			
93		Trash receptacles clean?			
94		Snow removal plan in place?			
95		Fences/gates in good repair?			
96		Monument Signage			
97	Landscaping	Overall appearance			
98		Lawn is well groomed			
99		Shrubs & trees pruned			
100		Irrigation system working			
101		Weeds under control			
102		Pest control			
103	Playground	Date of last safety inspection			

Environmental		Yes	No	Comments
104	Any issues with air quality?			
105	Any unusual odors?			
106	Any visible water damage?			
107	Any visible mold or mildew?			

Security Access		Yes	No	Comments
108	Security system/cameras operational?			
109	Outside doors lock mechanisms operational?			
110	Key card access operational?			
111	Panic buttons operational?			

Life Safety		Yes	No	Comments
112	Emergency signs operating?			
113	Fire extinguishers in place & inspected?			
114	Fire system inspected? Date of last inspection?			
115	Fire doors working?			
116	Fire service connections?			

117	State Fire Marshal Inspected? Date of inspection?			
118	Carbon monoxide detectors inspected?			
119	Evacuation route posted?			
120	Facility operations plan is incorporated into main building's plan?			
121	Current OEP is onsite?			

**Previous Repair History**

Please list all repairs that HAVE been completed during the last lease term


Please list any repairs that have been requested but NOT completed


Please use this area (add additional pages if necessary) to include detailed comments regarding the condition of the property. Please add photographs as visual documentation of any issues.