# 

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 | Restrooms | 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 | Miscellaneous | 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? |  |  |  | |
|  |  |  |  | | |
|  | Building Exterior | | Yes | No | Comments | |
| 66 | Roof | 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 | Building | 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? |  |  |  |

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| --- |
| 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.