

Building Inspection Checklist



Prepared By:

Date:

Exterior

Are all exterior wall packs working?	Yes	No	N/A
Are wall pack and other exterior lights OFF during the day?	Yes	No	N/A
Are any exterior wall packs damaged/faded?	Yes	No	N/A
Under-hang lights and fixtures are operational and in good condition?	Yes	No	N/A
Pole sign lighting is operational and in good condition?	Yes	No	N/A
Individual letters on signs are operational and in good condition?	Yes	No	N/A
Are lighting timers set to the correct time?	Yes	No	N/A
How does the exterior paint look? (1-5, 5 being the best)			
How does the paint on the pole sign look? (1-5, 5 being the best)			
How does the curb paint look? (1-5, 5 being the best)			
Are any of the gutters leaking or damaged/faded/missing?	Yes	No	N/A
Is there damage to the EFIS or brick?	Yes	No	N/A
Curbs are in good conditions free from chips, brakes, or missing sections?	Yes	No	N/A
Bump stops are in good condition free from chips, breaks, or missing sections?	Yes	No	N/A
ADA parking signage and marking is compliant?	Yes	No	N/A
Does the parking lot need to be restriped or resealed?	Yes	No	N/A
Are there any pot holes in the parking lot area?	Yes	No	N/A
Dumpster doors are properly aligned and are easily to use?	Yes	No	N/A
Alignment of latch pins for dumpster door are accurate and functional?	Yes	No	N/A
Overall landscape trees, dead plants, etc... need attention?	Yes	No	N/A
Irrigation system functioning properly?	Yes	No	N/A
Water spigots are working properly?	Yes	No	N/A
Do the window mullions need to be painted?	Yes	No	N/A
Does the store have bollard covers installed?	Yes	No	N/A
Fire Department Connections (FDC) has proper covers and is identified?	Yes	No	N/A
What is the condition of the building signs? (1-5, 5 being the best)			

Dead Tire Storage/Compressor Room

Door lock set and latch guard are secure and in good operation order?	Yes	No	N/A
Door is aligned and closes securely?	Yes	No	N/A
All lights operating/ without damage?	Yes	No	N/A
Emergency lighting is operational, and batteries charged?	Yes	No	N/A
Are both compressors operating correctly?	Yes	No	N/A
Last date of oil change?			
Is there a clear path to the compressors?	Yes	No	N/A
Are dead tires stacked too close to sprinkler heads/lights? If so, advise manager or senior.	Safe	At Risk	N/A

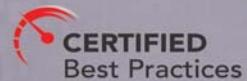
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Bay Area

All lights are functioning and without damage?	Yes	No	N/A
All exit signs/EM fixtures are without damage, and functioning?	Yes	No	N/A
Fire extinguishers are fully charged and have current inspection tags?	Yes	No	N/A
Does the Service Area need a repaint?	Yes	No	N/A
Mezzanine flooring condition?	Safe	At Risk	N/A
Mezzanine connections and fasteners are secure and free of rust?	Yes	No	N/A
Mezzanine load beams (horizontal and vertical) are secure and free of rust?	Yes	No	N/A
Are all bay fans oscillating and function properly?	Yes	No	N/A
All safety straps are up and not damaged?	Yes	No	N/A
What is the condition of the conveyor belt? (1-5, 5 being the best)			
Is grating installed and "secured" in the wheel isles? (NO PLYWOOD ALLOWED)	Yes	No	N/A
All tabletops are secured. "Rock the Tops" Do a general inspection of each changer to include age, overall appearance, bead breaker pads, etc.	Yes	No	N/A
Trigger guards on air buffers are operational?	Yes	No	N/A
Dunk tank cylinder operates freely?	Yes	No	N/A
Light kits on repair stations are operational?	Yes	No	N/A
Do the lift pads need to be replaced?	Yes	No	N/A
Floor lifts are in good operational condition and meet A.L.I. minimums?	Yes	No	N/A
Do the lift tanks need to be replaced?	Yes	No	N/A
Are all the 5/8 E-clips on the pins of the lifts?	Yes	No	N/A
Do the hoses need to be replaced on any of the hose reels?	Yes	No	N/A
Regulators and gauges in good operation condition?	Yes	No	N/A
Tire machines free of missing parts?	Yes	No	N/A
Air hoses free of leaks?	Yes	No	N/A
Jacks are operational and free of missing wheels or broken parts?	Yes	No	N/A
Air guns are operational and free of missing or broken parts?	Yes	No	N/A
Is the torque tester installed properly?	Yes	No	N/A
Check the condition of all the wheel weight holders, valve bins, tool stand, etc. Do any of these items need to be replaced, list below.			
	Yes	No	N/A
Is the drinking fountain functioning properly?	Yes	No	N/A
Is the washing faucet leaking or need replacement?	Yes	No	N/A
Does the sink drain properly?	Yes	No	N/A
Check all floor drains for debris and clogs, are floor all drains in working order?	Yes	No	N/A
Water Heater is operational?	Yes	No	N/A
Is the new style back room radio installed?	Yes	No	N/A
All security bars are removed during hours? If not inform the manager/senior.	Yes	No	N/A

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Upstairs Storage Room

Lights are operational?	Yes	No	N/A
Ceiling tiles are free of stains, dirt, missing pieces?	Yes	No	N/A
Paint, walls and baseboard are in good condition?	Yes	No	N/A
Cabinet - doors are aligned, hinges are secure, pulls are tight?	Yes	No	N/A
Sink faucet is operational and free of leaks?	Yes	No	N/A
Sinks drain freely?	Yes	No	N/A
Towel dispensers are operational?	Yes	No	N/A

Mop Closet

Lock set on door is in good condition and operational?	Yes	No	N/A
All lights functioning without damage?	Yes	No	N/A
Ceiling tiles in place/ without damage?	Yes	No	N/A
Paint is in good condition?	Yes	No	N/A
Mop sink faucet is not leaking and in good condition?	Yes	No	N/A
Sinks drain properly?	Yes	No	N/A
Is the light switch motion activated? If not change it.	Yes	No	N/A
Is the exhaust fan working and without damage?	Yes	No	N/A

Restrooms 1

Door is clean, and operational?	Yes	No	N/A
All lights are working and in good condition?	Yes	No	N/A
Do any of the fixtures look outdated, or damage? If yes, please add notes below.	Yes	No	N/A
Paint, Walls, Baseboard is in good condition? Clean and Fresh?	Yes	No	N/A
Is there any damaged wall tiles or ceiling tiles in the restrooms?	Yes	No	N/A
All coat hooks are installed and without damage? (ADA Compliant)	Yes	No	N/A
Paper towel dispenser is in working condition?	Yes	No	N/A
Soap dispenser is in working condition. Less than 5 LBS of force to use, if not replace it.	Yes	No	N/A
Sink drains and p-traps are free of leaks?	Yes	No	N/A
ADA lav guards are in good condition and not discolored?	Yes	No	N/A
Does the toilet seat need to be replaced?	Yes	No	N/A
Toilet tissue dispenser is full and operational?	Yes	No	N/A
Toilets have the correct flush handle on the proper side of the toilet and flushing correctly?	Yes	No	N/A
Look at the condition of the exhaust fans/covers. Do they need replacement?	Yes	No	N/A
Look at the baby changing station. Does it need replacement?	Yes	No	N/A
ADA handrails are secure?	Yes	No	N/A
GFCI outlets are operational?	Yes	No	N/A
Emergency lighting is operational, and batteries charged?	Yes	No	N/A

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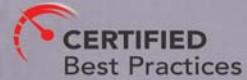
Restrooms 2

Door is clean and operational?	Yes	No	N/A
All lights are working and in good condition?	Yes	No	N/A
Do any of the fixtures look outdated, or damage? Please list below.	Yes	No	N/A
Paint, Walls, Baseboard is in good condition? Clean and Fresh?	Yes	No	N/A
Is there any damaged wall tiles or ceiling tiles in the restrooms?	Yes	No	N/A
All coat hooks are installed and without damage?	Yes	No	N/A
Paper towel dispenser is in working condition?	Yes	No	N/A
Soap dispenser is in working condition. Less than 5 LBS of force to use, if not replace it.	Yes	No	N/A
Sinks, drains and p-traps are free of leaks?	Yes	No	N/A
ADA lav guards are in good condition and not discolored?	Yes	No	N/A
Does the toilet seat need to be replaced?	Yes	No	N/A
Toilet tissue dispenser is full and operational?	Yes	No	N/A
Toilets have the correct flush handle on the proper side of the toilet?	Yes	No	N/A
Look at the condition of the exhaust fans/covers. Do they need replacement?	Yes	No	N/A
Look at the baby changing station. Does it need replacement?	Yes	No	N/A
ADA handrails are secure?	Yes	No	N/A
GFCI outlets are operational?	Yes	No	N/A
Emergency lighting is operational, and batteries charged?	Yes	No	N/A

Restrooms 3

Door is clean and operational?	Yes	No	N/A
All lights are working and in good condition?	Yes	No	N/A
Do any of the fixtures look outdated, or damage? Please list below.	Yes	No	N/A
Paint, Walls and Baseboard are in good condition? Clean and Fresh?	Yes	No	N/A
Is there any damaged wall tiles or ceiling tiles in the restrooms?	Yes	No	N/A
All coat hooks are installed and without damage?	Yes	No	N/A
Paper towel dispenser is in working condition?	Yes	No	N/A
Soap dispenser is in working condition. Less than 5 LBS of force to use, if not replace it.	Yes	No	N/A
Sink drains and p-traps are free of leaks?	Yes	No	N/A
ADA lav guards are in good condition and not discolored?	Yes	No	N/A
Does the toilet seat need to be replaced?	Yes	No	N/A
Toilet tissue dispenser is full and operational?	Yes	No	N/A
Toilets have the correct flush handle on the proper side of the toilet?	Yes	No	N/A
Look at the condition of the exhaust fans/covers. Do they need replacement?	Yes	No	N/A
Look at the baby changing station. Does it need replacement?	Yes	No	N/A
ADA handrails are secure?	Yes	No	N/A
GFCI outlets are operational?	Yes	No	N/A
Emergency lighting is operational, and batteries charged?	Yes	No	N/A

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Showroom

All lights are same color and brightness and in good condition?	Yes	No	N/A
All light lenses are clean and free of dust?	Yes	No	N/A
Is there any stained/damaged/dirty ceiling tiles?	Yes	No	N/A
Floor tile loose or broken?	Yes	No	N/A
Chair cushions and bar stools are in good condition?	Yes	No	N/A
Exit sign is in good working order not yellowing?	Yes	No	N/A
All door closers working properly?	Yes	No	N/A
Door Hardware is not missing and is in working condition?	Yes	No	N/A
All posters are level and in good condition?	Yes	No	N/A
Paint in showroom is in good condition?	Yes	No	N/A
Store has a proper ADA counter?	Yes	No	N/A
Is the signage for a 36" clear area posted on all electrical panels?	Yes	No	N/A
Ceiling Fans are clean, operational, and balanced (free from wobbles)	Yes	No	N/A
Window and window frames are free of cracks, nicks, bullseyes, Discoloration and fading?	Yes	No	N/A
Drinking Fountain is clean and operational?	Yes	No	N/A
Fire extinguishers are fully charged, and have the current inspection tags?	Yes	No	N/A
Cabinets - Hinges are good, pulls and glides are good, doors aligned properly, Laminate surface is in good condition, Caulk joints are in good condition?	Yes	No	N/A

Office/Office Closet

Office door is operational and securely locks?	Yes	No	N/A
Are door closers operating properly?	Yes	No	N/A
All lights are working and in good condition?	Yes	No	N/A
Ceiling tiles are not stained and in good condition?	Yes	No	N/A
Paint is in good condition?	Yes	No	N/A
Office mill work is in good condition all drawers and cabinet doors in working order?	Yes	No	N/A
Are all t-stats are programed and set to Auto?	Yes	No	N/A
Tile floor is free of loose, cracked or broken tiles?	Yes	No	N/A

Roof (Regional Facilities Use ONLY)

All exhaust fans have covers and working properly?	Yes	No	N/A
Evaporative Coolers are in working order?	Yes	No	N/A
Skylights are not damaged?	Yes	No	N/A
Roof hatch in working order?	Yes	No	N/A
Roof access is free of tires and debris? If this is not the case get with the manager.	Yes	No	N/A
Roof cap and deck are in good condition?	Yes	No	N/A
A/C units have hail guards and are in good condition?	Yes	No	N/A
Condensate/Drain lines are copper and properly ran? (P-Trap)	Yes	No	N/A
Roof drains free and clear of debris?	Yes	No	N/A
Any evidence of "ponding"?	Yes	No	N/A
Inspect gutters to see that they are free and clear of debris?	Yes	No	N/A

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General Notes

You should check door hardware to make sure it is secure on all doors.

Every time you go to a store you should take time to go through the ADA check list. You will more than likely find things that you have missed.

If you go into an area in a store and see that it is a mess inform the store manager.

We will always have projects that are important. You should still take time to do this checklist unless you have an emergency come up.

Use a commonsense approach with everything you do. If you do something in a store that would not fly at your house, then it won't be tolerated at the store.

World class is what we strive for. If you are asked to complete a task that you do not think will be "World Class" you should immediately contact your manager.

Additional Notes: