

## **BUILDING MAINTENANCE INSPECTION CHECKLIST PROGRAM**

### **1.0 Purpose**

The purpose of the Building Maintenance Inspection Checklist Program is to promote proper maintenance of the City buildings, safety and health protection on the job, and to insure all employees a place of employment free from recognized hazards that might cause serious injury within our facilities.

Safety inspections are an important element of any risk management program and are designed to identify unsafe conditions and procedures. Unsafe conditions or procedures could result in unplanned and undesirable events. Liability and workers compensation losses as well as the cost of damaged property can frequently be avoided through the identification and correction of unsafe conditions.

### **2.0 Scope**

The Building Maintenance Inspection Checklist Program is administered by the Building Maintenance Section of the Public Works Department. The Building Maintenance Section also retains all completed inspection checklists on file in the Building Maintenance office.

### **3.0 Policy**

The Building Maintenance Inspection Checklist Program consists of weekly and monthly inspection checklists. The weekly inspection checklists are used for the City's core buildings that have high occupancy during the work day. The monthly inspections are used for low occupancy buildings such as outbuildings, storage, and predominantly unoccupied areas.

#### **3.1 Weekly Building Maintenance Checklists**

The buildings that require the *Weekly* Building Maintenance Checklists and the Sections that complete the building inspections are:

<b><u>BUILDING</u></b>	<b><u>RESPONSIBILITY</u></b>
Beach Facilities (summer months)	Beach Staff
Bennett Hall	Building Maintenance
Cemetery	Cemetery Section
Chicago Northwestern Train Depot	Building Maintenance
City Hall	Building Maintenance
CROYA	CROYA Staff
Elawa Farm	Elawa Farm Day Porter
Everett Park Classroom	Recreation Staff

<b><u>BUILDING</u></b>	<b><u>RESPONSIBILITY</u></b>
Fire Station 2	Fire Department
Golf Course	Golf Course
Gorton Community Center	Day Porter
Municipal Services Facility	Building Maintenance
Park Field Houses	Parks Section
Public Safety Building, Fire Department	Fire Department
Public Safety Building, Police Department	Police Department
Recreation Center	Recreation Staff
Senior Center	Senior Center Maintenance Staff
Stirling Hall	Recreation Staff
Telegraph Train Depot	Building Maintenance
Water Plant*	Water Plant

The inspections are divided into four different weekly checklists for each month (sample shown as Appendix 1). All checklists contain important areas under the topics which are to be checked every week; topics include:

- Bathrooms
- Housekeeping
- Phones
- Interior and Emergency Lights
- Flag Pole
- Fire Control

There are many items under these main topics to be checked whether it appears every week, bi-weekly, or once a month.

### **3.2 Monthly Building Inspection Checklists**

The beach facilities require *Monthly* Building Inspection Checklists during the winter months and those inspections will be completed by the Beach Staff.

There are many areas under each of these main topics of the Monthly Building Inspection Checklist (sample shown as Appendix 2). The topics covered in the Monthly Inspection Checklists are very similar to the Weekly Inspection Checklists. Topics include:

- People Doors
- Overhead Garage Doors
- Windows
- Building Roofs
- Interior Ceilings and Walls
- Fireplaces
- Storage Racks
- Air Compressors

HVAC, elevators, cranes and hoists, and fire extinguishers are inspected monthly by staff and at least annually by an authorized third party agency. Emergency Standby Generators located at the Municipal Services Building, Public Safety Building, and Fire Station II get

automatically exercised every Tuesday of the week for 30 minutes. On the third Tuesday of every month, all generators are excised under load for 30 minutes.

The designated Sections/Departments complete these checklists in their assigned area each week or month. They are encouraged to complete the inspections as close to the beginning of the week or month as possible. Each inspecting Section/Department Supervisor designates an employee within that workgroup to complete the inspections.

#### **4.0 Corrective Action**

While performing the checklists the inspector is required to correct or repair some items that are not functioning properly such as replacing light bulbs, keeping aisles and stairways clear, signing fire extinguisher card, etc. If a problem or condition is found that the inspecting employee cannot repair, it is to be noted on the inspection checklist. It is the inspecting employee and his/her Supervisor's responsibility to determine if the problem is severe enough to contact Building Maintenance as soon as possible, or if the situation will be safe until Building Maintenance receives the checklist.

#### **5.0 Follow Through**

The completed weekly or monthly inspections are dated for the day it was completed. The signature of the employee who did the inspection along with how long it took to do the inspection is also on the checklist. Then the inspections are given to the Section Supervisor for review and signed. Lastly, the inspections are sent to the Building Maintenance Section.

Once the Inspection Checklists are received by the Building Maintenance Section, they are reviewed and any items needing attention are added to the Building Maintenance Task Management List. This list is constantly being reviewed, prioritized, and updated.

Corrective or preventative measures to Inspection Checklist items will be undertaken as a high priority and scheduled as soon as possible. An extended time frame will be granted for those repairs requiring a contractor's manpower or equipment, an excessive amount of Department manpower, or unbudgeted financial resources.

#### **7.0 Other Mandatory Inspections**

The vehicle and equipment lifts in Fleet Maintenance require annual inspection by a certified, third party agency. Inspections sheets will be kept on file and any necessary repairs will be coordinated by the Fleet Maintenance Supervisor.

#### **6.0 Distribution**

Human Resources website, [www.citylf.org](http://www.citylf.org).



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