

| Housing Authority Common Area Facilities Hazard Identification Inspection Recommended minimum twice a year, pre & post-season | | | | |
|---|------------|-----|------------------|---|
| Agency: | | | Inspection Date: | |
| Name of Inspector: | | | Title: | |
| Location Inspected: | | | | |
| # | Needs Work | N/A | OK | Condition Surveyed |
| Exterior Grounds, Walkways and Parking Areas | | | | |
| 1 | | | | Exterior lighting of grounds, walkways, & parking areas adequate and operational |
| 2 | | | | Parking lots and driveways free of significant cracks and water/ice accumulation |
| 3 | | | | Sidewalks and stairs / ramps free of significant trip or slip hazards |
| 4 | | | | Landscaping and vegetation do not present safety or security hazard. (overgrown) |
| 5 | | | | Yard areas: clean and storage organized. Bottom of fence secured. |
| 6 | | | | Outside sheds & storage areas: storage organized and secured against falling. |
| 7 | | | | Roof, gutters, and downspouts are clean and run-off directed to safe area |
| 8 | | | | Area is free of signs of rodent, insects, or feral animals being present |
| Life Safety and Fire Protection Equipment | | | | |
| 9 | | | | Intrusion alarm is operational and free of trouble or active alarms |
| 10 | | | | Closed-circuit TV cameras are operational, properly aimed and focused |
| 11 | | | | Fire sprinkler system is operational, controls valves accessible & locked / alarmed |
| 12 | | | | Sprinkler water gages read acceptable pressures. Warning lights clear. |
| 13 | | | | Fire detection system operational and free of trouble or active alarms |
| 14 | | | | Fire extinguishers are accessible and in good condition – SIGN REAR OF TAGS |
| 15 | | | | Emergency and Exit lights are lit and worked when test button/switch used |
| 16 | | | | Panic hardware on exit & stairwell doors worked easily. Doors latched closed. |
| 17 | | | | Emergency generator operated on monthly basis |
| Mechanical Rooms & Shop Areas | | | | |
| 18 | | | | Emergency eyewash and showers are clean, accessible and flushed monthly |
| 19 | | | | Outlets and junction boxes are covered. Electrical cords are in good condition. |
| 20 | | | | 36 inch clearance in front of electrical panels and other controls. |
| 21 | | | | Ventilation / HVAC system is operating properly. |
| 22 | | | | Door closers to mechanical rooms and fire doors are operating properly. |
| 23 | | | | Sinks, tubs, and plumbing fixtures are in good condition & working properly. |
| 24 | | | | Mechanical Rooms are free of storage & access is available to equipment controls. |
| 25 | | | | Compressed gas cylinders are secured by chains / brackets. None are loose. |
| 26 | | | | Air compressor oil level checked and full. Pressure tank was drained. |
| 27 | | | | Flammable & combustible liquids stored in flammable cabinets when not in use. |
| 28 | | | | Compactor Room clean of excessive storage. |
| 29 | | | | Tools and cleaning supplies are properly stored |
| 30 | | | | Trash is emptied. Housekeeping is adequate |

**Write line #'s & comments on back for all "Needs Work" listings, and notify management to initiate required corrective action.
This document does not and is not intended to address every loss potential. There may be other conditions that may contain a potential for liability.*

| Offices and Common Areas | | | |
|---------------------------------|--|--|---|
| 31 | | | Public bathrooms are clean, supplies adequate, and trash emptied |
| 32 | | | Refrigerator and stove are clean. Kitchen is free of signs of rodents / insects. |
| 33 | | | Trash is emptied. Housekeeping is adequate. |
| 34 | | | Hallways / stairwells are well-lit, clear of obstructions and free of slip-trip hazards |
| 35 | | | Walls, floors, and ceilings are free of water, or mechanical damage. |