



BUILDING INSPECTION CHECKLIST
High-Level Facility Infrastructure, Risk Control & Safety Audit

Facility / Building: _____	Inspection Date: _____	Roof Age: _____ Yrs Roof Life Expectancy: _____ Yrs
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1. SITE AND EMERGENCY PREPAREDNESS

Status	Audit Item and Guidance
☐ Pass ☐ Defect	Stormwater & Catch Basin Flow Testing: Verify storm drains, catch basins, retention ponds, and discharge channels are clear of debris and equipped with rodent/bird screen mesh. <i>Every year, the state receives many property damage claims related to poor drainage.</i>
☐ Pass ☐ Defect	Emergency Water Intrusion Spill Kits: Verify emergency spill kits are fully stocked across major facility zones. An example of an Emergency Spill Kit is provided in the appendix.
☐ Pass ☐ Defect	Emergency Flood Barriers: Confirm emergency flood mitigation supplies (sandbags, K-rails, wattles) are stocked and accessible with a documented site runoff plan. <i>This doesn't necessarily apply to all locations, but if there is high potential for stormwater or a large volume of utility water to enter the facility (e.g., below-grade, loading docks, etc.), then consider stocking these supplies.</i>
☐ Pass ☐ Defect	Trees & Perimeter Vegetation: Inspect tree limbs near buildings, power lines, glass facades, and parking structures; encourage trimming to prevent wind/ice fall hazards and/or damage to structures.
☐ Pass ☐ Defect	Walkways & Parking Surfaces: Audit concrete and asphalt for frost heaves, trip-hazard cracks, and verify winter snow removal/ice melt logs are maintained.

2. BUILDING ENVELOPE & ROOF SYSTEM OVERVIEW

Status	Audit Item and Guidance
☐ Pass ☐ Defect	Roof Lifespan & Surface Assessment: Evaluate overall roof condition against its lifespan baseline (based on manufacturer's recommendations or local climate).
☐ Pass ☐ Defect	Single-Ply Membrane Condition: Inspect single-ply membranes (TPO/PVC/EPDM) for age- or storm-induced blistering, ridging, seam separation, punctures, or debonding. <i>Membrane roofing structures should also be checked for unsecured rooftop equipment, refuse and debris, screws/nails/tools, etc.</i>
☐ Pass ☐ Defect	Ballast & Gravel Distribution: Check for bare membrane areas caused by wind migration or foot traffic that leave underlying layers vulnerable to UV and impact damage. <i>Some rooftops have rock/gravel ballast used to hold down the roofing material.</i>
☐ Pass ☐ Defect	Flashings, Copings & Seals: Visually inspect flashings, pitch pans, expansion joints, and coping joints for cracked caulking, open laps, or metal corrosion. <i>Don't get caught up in definitions; check all rooftop penetrations for signs of deterioration that could lead to interior water damage.</i>
☐ Pass ☐ Defect	Drainage & Scupper Clearance: Verify roof drains, gutters, downspouts, and overflow scuppers are clear to prevent structural water ponding. <i>Water ponding on the roof can cause debris to accumulate and the membrane to overheat.</i>
☐ Pass ☐ Defect	Envelope & Openings Closure: Inspect exterior door thresholds, window glazing seals, skylights, and hatches for weather-stripping integrity against wind-driven rain.

3. ELECTRICAL DISTRIBUTION & SAFETY COMPLIANCE OVERVIEW

Status	Audit Item and Guidance
☐ Pass ☐ Defect	36-Inch Panel Clearance Mandate: Verify a minimum of 36 inches (3 ft) of clear, unobstructed space around all electrical panels, disconnects, and switchgear with no stored materials.
☐ Pass ☐ Defect	Electrical Room & Panel Security: Ensure primary electrical rooms/vaults are locked against unauthorized entry, and public sub-panels are securely latched.
☐ Pass ☐ Defect	Infrared Thermography Compliance: Confirm an infrared thermographic survey has been performed under normal load at least annually.
☐ Pass ☐ Defect	Extension Cord & Appliance Restrictions: Verify extension cords are not used as permanent wiring substitutes or routed through walls/ceilings and enforce direct wall outlet connections for high-wattage appliances.
☐ Pass ☐ Defect	Shop & Lab Master Shut-Offs: Check that wood/metal shops and chemistry labs feature clearly labeled, accessible Master Electrical Shut-Off Switches with posted maps.

4. MECHANICAL, PLUMBING & AGING EQUIPMENT OVERVIEW

Status	Audit Item and Guidance
☐ Pass ☐ Defect	Shut-Off Valve Accessibility & Labeling: Inspect main, divisional, and zone shut-off valves for domestic water, chilled water, steam, and fire lines to verify physical access, flow placards, and absence of stem leaks. Manually cycle accessible valves (other than fire systems) to ensure they operate through their full range of motion and remain free of leaks.
☐ Pass ☐ Defect	Interior Leak & Moisture Audit: Inspect interior ceilings and supporting walls for water staining, discoloration, sagging drywall, or active piping seepage. <i>Large leaks can often be prevented by identifying early warning signs.</i>
☐ Pass ☐ Defect	Drain Pans & Floor Drain Traps: Verify discharge drain pans exist under water heaters/boilers and confirm floor drains are clear and flushed (ready to accept large quantities of discharged water). All floor drains within the building(s) should be periodically (monthly to quarterly) tested by flash dumping 3-5 gallons of water down the drain. <i>If the water resists draining properly, scope or snake the drain.</i>
☐ Pass ☐ Defect	Inspection Certificates: Verify current, valid inspection certificates are posted on-site for pressure vessels (boilers, air compressors, jacketed steam kettles, etc.).

5. LIFE SAFETY, EMERGENCY POWER & DISASTER PREPAREDNESS OVERVIEW

Status	Audit Item and Guidance
☐ Pass ☐ Defect	Egress & Illuminated Exit Sign Testing: Confirm monthly functional testing for illuminated exit signs and emergency lighting systems.
☐ Pass ☐ Defect	Door & Stairway Safety: Verify emergency exit doors open easily with one hand, fire doors close unobstructed, stairways have handrails, and open edges (>30 in) feature guardrails.
☐ Pass ☐ Defect	Seismic Controls & Gas Shut-Offs: Inspect for seismic shut-off valves on main gas lines and seismic restraint tethers on water heaters and mobile gas equipment (gas-fired cooking equipment).
☐ Pass ☐ Defect	Emergency Power & Fuel Reserves: Verify emergency generator monthly load-test logs and transfer-switch load-test logs, fuel tank levels (>=90%), and quarterly Uninterrupted Power Source (UPS) battery transition checks.
☐ Pass ☐ Defect	Fire Alarm Standby & Outage Fire Watch: Confirm fire alarm and security panels maintain at least 24 hours of standby battery capacity and verify 24/7 manual fire watch protocols during extended blackouts. Test fire alarm batteries annually; typically replace them every 3-5 years.

APPENDIX - EMERGENCY WATER INTRUSION SPILL KIT

Status	Audit Item and Guidance
☐ Pass ☐ Defect	Personal Protection Equipment (PPE): Including but not limited to goggles, NIOSH-approved N-95 filtering mask, heavy waterproof and cut-resistant gloves, steel shank toe/insole boots, hip waders, Tyvek suits, ANSI-rated hard hat, hearing protection.
☐ Pass ☐ Defect	Diagrams and Maps: Detailed schematics of facility pipe systems and shut-off valve locations for each system.
☐ Pass ☐ Defect	Large plastic bags: Used to retain refuse and keep the area clean of debris. Can also be used to protect sensitive contents and belongings.
☐ Pass ☐ Defect	Wet vacuum (commercial grade), squeegees, mops, bucket: Water removal is critical in preventing further damage and organic growth.
☐ Pass ☐ Defect	Portable Water Pump and Hose: Standing water needs to be promptly removed from the building.
☐ Pass ☐ Defect	Water displacing solvents for applying to electrical equipment: Refer to a Qualified Electrician for care and usage.
☐ Pass ☐ Defect	Preservatives for Metal: Corrosion and rust can quickly render equipment unusable.
☐ Pass ☐ Defect	Absorbent Towels for Moisture Control: Best for the removal of water from areas that vacuums and pumps can't reach.
☐ Pass ☐ Defect	Absorbent Socks/Portable Dikes to Contain: These help prevent water from spreading and help remove water.
☐ Pass ☐ Defect	Leak/Pipe Repair Kit: Extra pipe clamps, a variety of common valves or pipe plugs, etc. It is good practice to verify your facility's systems and prepare some extra components for emergency repairs.
☐ Pass ☐ Defect	Plastic sheets to protect equipment: Computers, books, research, etc. It is best to anticipate the worst-case scenario when deciding how much to retain on hand.
☐ Pass ☐ Defect	Dehumidifiers, air movers, and fans: Not all entities have space for these items, but personal fans can help initiate drying efforts until a professional company can arrive.
☐ Pass ☐ Defect	Warning Signage/Caution Tape/Cones for Safety: Help prevent injuries and further damage by alerting occupants of the hazard(s).
☐ Pass ☐ Defect	Emergency Contact Calling Tree: The calling tree needs to indicate the immediate contact person in charge of the building along with at least one to two backup contacts.