

Sample Monthly Premises Safety Inspection Checklist

PROPERTY:

ADDRESS:

INSPECTED BY:

**INSPECTION
DATE:**

Instructions: Mark 'Yes' or 'No' or 'N/A' box if not applicable. Mark 'R' if repeated from previous inspection. Items marked 'No' or 'R' require comments and/or action. Please note: this is a sample checklist and may need to be supplemented or adjusted based on your individual property/portfolio.

Questions	YES	NO	N/A	Remarks
GENERAL HOUSEKEEPING				
Electrical / mechanical rooms are free of combustible storage				
Minimum 3 ft of clearance is maintained around electrical equipment				
18" vertical clearance maintained below sprinkler heads				
Ceiling tiles in place				
FIRE SAFETY				
All exits and egress routes unobstructed				
All exit doors in working order				
Exits marked with an illuminated exit sign				
Exit doors provided with panic hardware in working order				
Fire extinguishers designated by a sign				
Fire extinguishers mounted in designated locations				
Elevator emergency phones monitored (test)				
Fire safety plan at front entrance				
Evacuation procedures / floor plans posted throughout				
STAIRWELLS / STAIRWAYS				
Stairway risers in good condition and equipped with non-slip tread surfaces				

Questions	YES	NO	N/A	Remarks
Handrails properly secured				
Stairways adequately lit and provided with emergency lighting				
COMMON AREAS (LOBBIES, HALLWAYS, LAUNDRY ROOMS, ETC.)				
Floors are free of obvious trip and fall hazards (broken tiles, uneven carpet, curled entrance mats, etc.)				
Adequate lighting is provided throughout (i.e. no dark areas or burnt out bulbs)				
Entrance mats are provided for wet weather				
Wet floor signs are available and in use as required				
Obvious trip and fall hazards that cannot be immediately addressed identified / cordoned off (e.g. fluorescent paint, caution tape/signage, or similar means) to warn persons of the hazard				
ROOFS				
Access to the roof locked and restricted to authorized persons				
Roof(s) in generally good condition and free of major ponding				
Roof drains clear and unobstructed				
PARKING LOTS & GARAGES				
Parking areas and travel lanes adequately marked (i.e. no faded lines)				
"No parking-fire route" signs provided as required				
Parking areas free of potholes and obvious tripping hazards				
Parking bumpers secured, visible and intact				
Pedestrian crossing locations identified with surface cross hatching, "Watch for Pedestrians" or similar signage, and/or "Stop" signs.				
Speed bumps provided as required and clearly identified with yellow paint / signage				

Questions	YES	NO	N/A	Remarks
Curbs in good condition and free of major cracks (i.e. damage from snow plows)				
Blind spots provided with convex mirrors, warning Signage				
Carbon monoxide detectors provided in underground parking areas and calibrated at least annually				
Carbon monoxide detection in underground parking areas interlocked with exhaust fans or exhaust fans constantly running				
Exhaust fans in underground parking areas operational				
Snow maintenance activities in place to ensure that parking lot and driveways are plowed and sanded / salted in a timely fashion.				
PROPERTY SIDEWALKS & LANDSCAPING				
Sidewalks and walkways in generally good condition and free of obvious trip and fall hazards (uneven / heaving concrete slabs, cracks, spalling, etc.)				
Sidewalk curbs in generally good condition, free of major damage (snow plows)				
Walkways and stairways adequately lit (i.e. no dark areas or burnt out bulbs)				
Stairways provided with handrails				
Stairways in good condition and free of obstructions				
Walkways free of obstruction from landscaping material				
Is landscaping managed so as to not provide dark areas or hiding places				
Irrigation sprinklers operating efficiently (no major areas of ponding in parking lots & walkways, etc.)				
Bike racks secured and out of walkway areas				
Outdoor furniture and/or fixed seating in good condition, and free of obvious defects				
Obvious trip and fall hazards that cannot be immediately addressed identified / cordoned off (e.g. fluorescent paint, caution tape/signage, or similar means) to warn persons of the hazard				

Questions	YES	NO	N/A	Remarks
Snow maintenance activities in place to ensure that walkways, entrances and exits are plowed and sanded / salted in a timely fashion to reduce likelihood of slip and fall incidents				
Daily snow maintenance logs are in use and up to date				
Recorded exterior grounds inspections are performed twice daily during the winter months to check for obvious slip and fall hazards.				
Adequate warning signage is provided in areas not maintained (i.e. no shoveling / sanding / salting) during the winter months.				

