**FACILITY CONDITION INSPECTION CHECK LIST**

**CO Form 3**

 **NAME OF FACILITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SENIOR CENTER ADMINISTRATOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MONITOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FACILITY INSPECTION BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BI-ANNUAL OR ANNUAL INSPECTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area** | **Outstanding** | **Good** | **Satisfactory** | **Poor** | **Comments / Findings**** Critical  Non Critical  No Findings****Corrective Action Description** |
| **Performance Items** |  |  |  |  |  |
| Roadway\Parking | **** | **** | **** | **** |  |
| Site Utilities | **** | **** | **** | **** |  |
| Recreation Grounds | **** | **** | **** | **** |  |
| Site Drainage | **** | **** | **** | **** |  |
| Sidewalks | **** | **** | **** | **** |  |
| Grounds | **** | **** | **** | **** |  |
| **Building Exterior** |  |  |  |  |  |
| Windows\Calking | **** | **** | **** | **** |  |
| Walls/Finishes | **** | **** | **** | **** |  |
| Entry\Exterior doors | **** | **** | **** | **** |  |
| Roof\Flashing\Gutter | **** | **** | **** | **** |  |
| **Area** | **Outstanding** | **Good** | **Satisfactory** | **Poor** |  |
| **Building Interior** |  |  |  |  |  |
| Walls\Floors\Ceilings | **** | **** | **** | **** |  |
| Interior Doors | **** | **** | **** | **** |  |
| Restrooms | **** | **** | **** | **** |  |
| Housekeeping | **** | **** | **** | **** |  |
| **Building Equipment and Systems** |  |  |  |  |  |
| Electrical Distribution | **** | **** | **** | **** |  |
| Lighting | **** | **** | **** | **** |  |
| Fire Protection System | **** | **** | **** | **** |  |
| Equipment Rooms | **** | **** | **** | **** |  |
| Heating\Cooling\Ventilation  | **** | **** | **** | **** |  |
| Air Filters | **** | **** | **** | **** |  |
| Kitchen Equipment\Refrigeration | **** | **** | **** | **** |  |
| Plumbing\Water Heaters | **** | **** | **** | **** |  |
| **Area** | **Outstanding** | **Good** | **Satisfactory** | **Poor** |  |
| **Maintenance Management** |  |  |  |  |  |
| PM Plan | **** | **** | **** | **** |  |
| FIMS and Equipment Data | **** | **** | **** | **** |  |
| Maintenance Safety | **** | **** | **** | **** |  |
| Maintenance Contractor Oversight | **** | **** | **** | **** |  |
| Facilities Master Plan (Renewal) | **** | **** | **** | **** |  |