

Facility Inspection Checklist

A checklist for inspecting a facility's condition and safety.

Building maintenance

- ☐ Inspect walls, ceilings and floors for damage, cracks or staining.
- ☐ Check doors, windows and locks operate and seal correctly.
- ☐ Verify lighting works throughout, with no flickering or dead fixtures.
- ☐ Confirm HVAC runs, filters are clean and temperatures are comfortable.
- ☐ Check restrooms for working fixtures, supplies and no leaks.
- ☐ Inspect for water damage, leaks, damp or mold.

Safety and compliance

- ☐ Confirm fire extinguishers are charged, tagged and accessible.
- ☐ Check smoke detectors and alarms function on test.
- ☐ Verify exits and escape routes are unobstructed and signposted.
- ☐ Confirm emergency lighting operates during test.
- ☐ Check first aid kits, AEDs and eyewash stations are stocked.
Provision requirements vary with site activity under OSHA standards.
- ☐ Verify required safety and compliance signage is posted.

Equipment and systems

- ☐ Confirm equipment has current inspection and service records.
- ☐ Check machinery guarding and safety devices are in place.
- ☐ Verify electrical panels are labeled, closed and accessible.
- ☐ Inspect plumbing and water heaters for leaks and corrosion.
- ☐ Confirm elevators and lifts show current inspection certificates.
- ☐ Check backup power or generators start and run on test.

Housekeeping

- ☐ Confirm walkways, stairs and corridors are clear and clean.
- ☐ Check waste is removed and bins are not overflowing.
- ☐ Verify storage areas are organized and not blocking access.
- ☐ Confirm spills are cleaned and floors are dry and slip-free.
- ☐ Check supplies and stock are stored safely off floors.
- ☐ Verify cleaning schedules are being followed and recorded.

Grounds and exterior

- ☐ Inspect parking, paths and steps for cracks and trip hazards.
- ☐ Check exterior lighting works for safety and security.
- ☐ Verify drainage and gutters are clear and functioning.
- ☐ Confirm landscaping does not block signage, paths or exits.
- ☐ Check fencing, gates and security measures are intact.
- ☐ Inspect dumpster and loading areas for cleanliness and access.

Records and follow-up

- ☐ Confirm permits, certificates and licenses are current.
- ☐ Review previous inspection findings for completed repairs.
- ☐ Record each new defect with location, severity and photo.
- ☐ Raise work orders with an owner and due date.
- ☐ Re-inspect corrected items to confirm the fix.
- ☐ Sign, date and file the completed inspection record.