



Workplace Building Preventive Maintenance Checklist

Top of the World Tower / 13 Mar 2023 / Greg Langley

Complete

Score	66 / 71 (92.96%)	Flagged items	5	Actions	2
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Building / Client site

Top of the World Tower

Conducted on

13 Mar 2023 11:00 PST

Prepared by

Greg Langley

Location

1247 Dartmouth St, Albany, CA
94706, USA

Flagged items & Actions

5 flagged, 2 actions

Flagged items

5 flagged, 2 actions

Audit / Lighting

All lights/bulbs/lamps checked and none needs replacement?

No

One of the bulbs on 3rd floor is not working



Photo 1

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 20 Mar 2023 11:17 PST | Created by: SafetyCulture Staff

Replace bulb immediately

Audit / Lighting

Checked any luminaires that have transformers, control gear or accessories, such as spread lenses, glare baffles or color filters?

No

Audit / Lighting

Exterior lights and cables aren't torn; all screws and hardware in place and working?

No

Audit / Lighting

All exit lighting are properly installed and functioning?

No

One of the emergency exit, also on the third floor, is malfunctioning



Photo 2

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 20 Mar 2023 11:21 PST | Created by: SafetyCulture Staff

Replace immediately - preferably after this inspection

Audit / Lighting

All interior lighting are properly installed and functioning?

No

Other actions

0 actions

Audit		5 flagged, 2 actions, 66 / 71 (92.96%)
Lighting		5 flagged, 2 actions, 1 / 6 (16.67%)
All lights/bulbs/lamps checked and none needs replacement?		No
One of the bulbs on 3rd floor is not working		
		
Photo 1		
To do Assignee: SafetyCulture Staff Priority: Low Due: 20 Mar 2023 11:17 PST Created by: SafetyCulture Staff		
Replace bulb immediately		
Checked any luminaires that have transformers, control gear or accessories, such as spread lenses, glare baffles or color filters?		No
Exterior lights and cables aren't torn; all screws and hardware in place and working?		No
All exit lighting are properly installed and functioning?		No
One of the emergency exit, also on the third floor, is malfunctioning		
		
Photo 2		
To do Assignee: SafetyCulture Staff Priority: Low Due: 20 Mar 2023 11:21 PST Created by: SafetyCulture Staff		
Replace immediately - preferably after this inspection		
All interior lighting are properly installed and functioning?		No
All exterior lighting are properly installed and functioning?		Yes
Electrical		4 / 4 (100%)
Have you changed batteries in smoke and carbon monoxide detectors, flashlights and test instruments?		Yes
Timers and photocells are functioning correctly?		Yes

Cover plates have no cracks and have proper tightness?	Yes
All exhaust fans are clean?	Yes
Safety	5 / 5 (100%)
Checked inventory and restocked all first aid kits?	Yes
Checked eyewash bottles and stations?	Yes
Safety signs and equipment labels are in good condition?	Yes
Respirators inspected and cleaned?	Yes
Fall protection harnesses and kits inspected?	Yes
HVAC	18 / 18 (100%)
Air intake cleaned (as needed)?	Yes
Changed all air filters (as needed)?	Yes
Blower motors in operation have no excessive noise or vibration?	Yes
Cleaned motors and ductwork (as needed)?	Yes
Condensate drain pan has proper drainage?	Yes
Checked the flexible duct connectors?	Yes
Guards and panels are secured and not loose?	Yes
All electrical hardware and connections are in good condition?	Yes
Controls and equipment tested and safe?	Yes
Interior unit operating properly?	Yes
Condenser motor bearings have no excessive noise or vibration?	Yes
Inspected the condenser air intake, discharge, and coil?	Yes
All refrigerant piping and insulation in good condition?	Yes
Guards or access panels secured and not loose?	Yes

Exterior unit in good operation?	Yes
Inspected compressed air lines regularly? No leaks in piping, tubing or fittings?	Yes
Replaced or cleaned air filter elements at least quarterly, or as necessary depending on the application?	Yes
Oil levels on air compressor pumps monitored and replaced (as necessary depending on usage)?	Yes
Building Interior	13 / 13 (100%)
Floors, ceilings, and walls show no evidence of deterioration?	Yes

REFERENCE: Floors, ceilings, and walls show no evidence of deterioration
 [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]



No visible signs of leaks?	Yes
Inspected and found no hazards (electrical, mechanical, structural, physical, tripping, etc.)?	Yes
Faucets, toilets, and showers are operational and in good working condition?	Yes
Smoke and carbon monoxide detectors tested and working?	Yes
Fire alarm system tested and working?	Yes
Firefighting equipment in good condition?	Yes
All doors in proper operation; exits are not obstructed?	Yes

Door locks and closures in good condition?	Yes
Work areas and walkways are properly marked?	Yes
No accumulation of trash in storage areas?	Yes
No evidence of insect infestation?	Yes
Cart casters show no wear and that shelving is properly labeled, organized, and secured?	Yes
Building Exterior	19 / 19 (100%)
Paint and walls in good condition?	Yes
No broken windows or doors?	Yes
All railings in good condition?	Yes
No plants growing on the building or its foundation?	Yes
Roof is cleaned (as needed)? Be careful when working in high places; employ adequate fall protection.	Yes
Cleaned roof drains and gutters (as needed)? Tested drains and downspouts by flushing them with water?	Yes
Roof in good condition?	Yes
Gutters have adequate anchoring and tightened if necessary?	Yes
Inspected the stack and all roof penetrations?	Yes
No plant life growing on the roof? (remove if any)	Yes
No debris found? (clean if any)	Yes
No broken glass and debris on the grounds?	Yes
Sidewalk in good condition?	Yes
Driveway and parking area in good condition?	Yes
Storm water drains in good condition?	Yes
Plants and lawns in good condition?	Yes
Trees in good condition; no branches are about to fall?	Yes

Area around the dumpsters are clean?	Yes
Fencing in good condition?	Yes
Plumbing	6 / 6 (100%)
Plumbing inspected at least annually? No leaks or unusual noises?	Yes
Domestic water booster and circulation pump systems require bearing lubrication at least annually; no leaks on couplings?	Yes
Are domestic water heaters and boilers fire-tested periodically? Used flue-gas analysis to adjust the flue draft and combustion air input to help optimize efficiency?	Yes
Remote drinking water chillers need condenser fan motor bearings lubricated annually. All contacts show no wear and pitting? Ran system control tests?	Yes
Pumped down the system and removed the refrigerant according to manufacturer instructions? Drained and replaced oil in the compressor oil reservoir, including filters, strainers and traps?	Yes
Sump and sewage ejection pumps are functioning properly (and replaced on an as-needed basis)? Exposed pumps lubricated (annually)?	Yes
Completion	

Name and signature:

Greg Langley

Greg Langley
13 Mar 2023 11:14 PST

Media summary



Photo 1



Photo 2