

Basic Maintenance & Inspection Checklist for Staff

Recognizing Early Signs of Wear

- ☐ Test doors daily to ensure they latch and close properly.
- ☐ Listen for unusual sounds in equipment (grinding, squeaking, rattling).
- ☐ Inspect cords, cables, and hinges for fraying, cracks, or looseness.

Documenting Maintenance Checks

- ☐ Use the standardized facility checklist during every inspection.
- ☐ Record all findings in the shared log (digital or physical).
- ☐ Flag urgent issues right away through the designated reporting process.
- ☐ Review logs regularly to spot recurring or escalating problems.

Understanding Compliance Basics

- ☐ Verify all fire doors close, latch, and are free of obstructions.
- ☐ Confirm accessibility features (ramps, exits, hardware) are clear and operational.
- ☐ Check that security measures (locked access doors, alarms) are functioning properly.
- ☐ Note any issues that could result in violations, fines, or liability risks.