

# Child Care Facility Maintenance Checklist

Facility: \_\_\_\_\_ Inspector: \_\_\_\_\_

Address: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## **EXTERIOR**

### **Roof**

Are there signs of active leaks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Potentially
Signs of former leaks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Potentially
Does the roof need evaluation by a professional roofer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Roof Comments:			

### **Structure**

Pressure wash needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the exterior need to be: Scraped? <input type="checkbox"/> Yes <input type="checkbox"/> No    Painted? <input type="checkbox"/> Yes <input type="checkbox"/> No

Inspection item:	Yes?	Detail
Exterior walls	<input type="checkbox"/>	
Windows/Screens/Weather-stripping	<input type="checkbox"/>	
Doors/Screens	<input type="checkbox"/>	
Gutters / down spouts	<input type="checkbox"/>	
Exterior lighting	<input type="checkbox"/>	
Parking area/ Garage	<input type="checkbox"/>	
Fences/ Gates	<input type="checkbox"/>	
Walkway / sidewalk (esp. trip hazards, more than 1/4")	<input type="checkbox"/>	
Porch / Deck	<input type="checkbox"/>	
Ramps / Railings	<input type="checkbox"/>	
Yard clean up / Debris	<input type="checkbox"/>	
Irrigation / Sprinklers	<input type="checkbox"/>	

Tree Trimming (keep from roofs/gutters)	<input type="checkbox"/>	
Playground structures	<input type="checkbox"/>	
Playground surfacing	<input type="checkbox"/>	
Standing water (structure damage, mosquitos)	<input type="checkbox"/>	
Storage sheds/other	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Additional Comments/Notes on the Exterior:		

## **INTERIOR**

### **Systems Issues**

<b>Electrical</b>
<b>Heating/Ventilation/Air Conditioning</b>
<b>Plumbing</b>
<b>Sprinklers</b>
<b>Alarms</b>
<b>Security</b>

### **General Issues**

	<b>Yes?</b>	<b>Detail (including location, type, quantity)</b>
Dryrot	<input type="checkbox"/>	
Mold/Mildew ( <i>visual signs or odors</i> )	<input type="checkbox"/>	
Pest Control ( <i>Check box if signs of vermin are present</i> )	<input type="checkbox"/>	<input type="checkbox"/> Mice/Rats <input type="checkbox"/> Ants <input type="checkbox"/> Roaches <input type="checkbox"/> Termites <input type="checkbox"/> Other <i>Requires professional extermination:</i> <input type="checkbox"/> YES <input type="checkbox"/> NO

Hazardous Materials <i>E.g. paint, solvents, pesticides, cleaning supplies, etc.</i>	<input type="checkbox"/>	
Energy efficiency/Weatherization needs	<input type="checkbox"/>	
Disaster Preparedness	<input type="checkbox"/>	
ADA / Disability Access Modifications	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Additional Comments/Notes on the Interior:		

**Other notes:**

## Interior Room Inspection

(copy this sheet for each indoor space)

**Room (identify classroom, multi-use, office, kitchen, etc.)** \_\_\_\_\_

Pay particular attention to: Painting, clutter, use of extension cords or space heaters, inoperable electrical plugs or switches, rippled or loose carpets, holes or damage in walls or floor, soft floors, stuck or broken doors, broken or inoperable windows/appliances, broken or missing window screens.

Inspection item	Yes?	Detail
Walls	<input type="checkbox"/>	
Windows/Screens	<input type="checkbox"/>	
Doors/Screens	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	
Lighting	<input type="checkbox"/>	
Flooring	<input type="checkbox"/>	
Electrical	<input type="checkbox"/>	
Cabinets/countertops	<input type="checkbox"/>	
Appliances	<input type="checkbox"/>	
Sink/faucet/plumbing	<input type="checkbox"/>	
Other plumbing	<input type="checkbox"/>	
Closet/storage (18" clearance from sprinklers; 3 ft around heater/mechanical/electrical)	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
	<input type="checkbox"/>	
Additional Comments/Notes on the Interior:		

## Mandatory /Essential Inspections and Maintenance

Some of the mandated inspections that must occur and be recorded are:		
Emergency lighting & exit signs	Monthly	
HVAC system	Quarterly	
Fire extinguishers	Monthly check; annual maintenance	
Alarm systems/smoke detectors (battery-operated detectors)	Annual; Monthly	
Elevators	Monthly	
Notes:		

To learn how to do some maintenance tasks, the video lessons linked below provide examples of what you can find online. **We assume no responsibility for your use of this information.**

Inspection of fire extinguishers

<http://www.youtube.com/watch?v=UevUPG6iCpw>

[http://www.youtube.com/watch?feature=player\\_embedded&v=Pb8dy8pUaxM](http://www.youtube.com/watch?feature=player_embedded&v=Pb8dy8pUaxM)

Inspection of Emergency lights and exit signs

<http://www.youtube.com/watch?v=cjDV38-ixHw>

Changing the HVAC/furnace filter

(Videos more suitable for home furnaces can be found on YouTube as well.)

<http://www.youtube.com/watch?v=yNTC08Qju9E>

<b><u>REPAIR PRIORITIES:</u></b>
①
②
③
④
⑤
⑥
⑦
⑧
⑨
⑩
Notes:

<b>Estimate of Repair Work or Further Inspections Needed</b>	
<input type="checkbox"/>	<b>LIGHT</b> No skilled professionals required. Yard work, clean up, painting, minor repairs.
<input type="checkbox"/>	<b>LIGHT / MEDIUM</b> Basic knowledge of hand tools, minor repairs.
<input type="checkbox"/>	<b>MEDIUM</b> Some skilled labor required. Repairs are more technical needing professional labor.
<input type="checkbox"/>	<b>MEDIUM HEAVY</b> Needs specialized knowledge and experience in construction
<input type="checkbox"/>	<b>HEAVY</b> Substantial professional skill work needed

<b>Based upon the repair work identified, indicate the type of skilled laborers required.</b>	
<b>(Check all that apply):</b>	<b>Description of specific needs</b>
<input type="checkbox"/> General Volunteer	
<input type="checkbox"/> Skilled handyman	
<input type="checkbox"/> Carpenter	
<input type="checkbox"/> Carpet layer / flooring	
<input type="checkbox"/> Drywall / Plasterer	
<input type="checkbox"/> Electrician	
<input type="checkbox"/> Glazier (Windows)	
<input type="checkbox"/> Heating / Air (HVAC)	
<input type="checkbox"/> Painter	
<input type="checkbox"/> Plumber	
<input type="checkbox"/> Other	

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2009; rev. 2013. Checklist developed by Kristen Anderson, Redwood City Child Care Coordinator, based on materials provided by Rebuilding Together Peninsula [www.rebuildingtogetherpeninsula.org](http://www.rebuildingtogetherpeninsula.org).