**Real Property/Facility Agency Inspection Sheet 2017**

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Real Property Section:**

Address/Location of Real Property (Shelters/Lots): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents requested to be submitted by (Date) for Review:**

1. Agency Inspection Sheets for the Real Property from (Date) to (Date)
2. Receipts for repairs or maintenance work performed on the Real Property

General Information about the Real Property:

1. Is the Real Property discussed in the Maintenance Plan: Yes No N/A
2. Is pavement/concrete in good condition: Yes No N/A
3. Is Handicapped Signage Posted: Yes No N/A
4. No-Smoking signs posted: Yes No N/A
5. Any damage to exterior structure: Yes No N/A

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Inspected by ***(Agency Staff***): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This inspection is for contract compliance only.**

***Revised Jan 2017***

*Date Reviewed by Multimodal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_

**Facility Section:**

Address/Location of Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents requested to be submitted by (Date) for Review:**

1. Agency Inspection Sheets for the Facility from (Date) to (Date)
2. Receipts for repairs or maintenance work performed on the Facility
	1. Heating/Air Condition Unit(s) serviced receipts
	2. Fire Sprinkler inspection document
	3. Smoke/heat detectors inspection document
	4. Safety Training sheets for Employees

General Information about the Facility:

1. Facility Exterior:
2. Exterior of Building maintained (no cracks/damage) Yes No N/A
3. Windows have no broken panes or cracks Yes No N/A
4. Paved surfaces are in good condition Yes No N/A
5. Stairs, landings, handrails in good condition Yes No N/A
6. Handrails are fastened securely Yes No N/A
7. Handicapped Access with Signage posted Yes No N/A
8. Facility Interior:
9. Emergency Exits clearly identified and marked Yes No N/A
10. Emergency Lights present Yes No N/A
11. Exit lights Illuminated Yes No N/A
12. Unapproved doors clearly marked “Not an Exit” Yes No N/A
13. Stairs free from material storage Yes No N/A
14. Adequate Ventilation Yes No N/A
15. Handicapped Access with Signage posted Yes No N/A
16. Emergency and Electrical Hazards:
17. Emergency contact information posted Yes No N/A
18. First aid supplies adequate and available Yes No N/A
19. Electrical panels clearly marked and secured Yes No N/A
20. Interior Hazards:
21. Floors are clean and dry Yes No N/A
22. Stairways have handrails Yes No N/A
23. Anti-slip mats and flooring used where appropriate Yes No N/A
24. Hazardous material stored properly Yes No N/A
25. Hazard Communication Training Program in place Yes No N/A
26. Materials Safety Data Sheet accessible Yes No N/A
27. Fire and Weather Safety:
28. Fire extinguishers mounted properly and accessible Yes No N/A
29. Fire extinguishers have been annually inspected Yes No N/A
30. Safety containers are used for flammable liquids Yes No N/A
31. “No Smoking” areas designed Yes No N/A
32. Fire Evacuation Plan Available Yes No N/A
33. Tornado Evacuation Plan Available Yes No N/A
34. Mechanical/Machinery/Tools:
35. Hoist chains and cables inspected regularly Yes No N/A
36. Hazardous areas painted bright colors Yes No N/A
37. Power tools properly grounded Yes No N/A

**This inspection is for contract compliance only**

Inspected by **(Agency Staff)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Inspection Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments by Agency:

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***Revised Jan 2017***

***Revised: June 2016***

 *Date Reviewed by Multimodal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_