



# Checklist



## Commercial Property Building Inspection Checklist

<b>Inspector(s):</b>	<b>Date:</b>
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<b>Location</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Is the property's address clearly visible from the roadway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the parking lot properly striped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there an appropriate number of handicapped spots in the parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there designated spots for hybrids/compact cars?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there proper lighting in the parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there cracks in the pavement that need to be repaired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are unloading zones clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there wheelchair-accessible ramps leading up to the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there handrails leading up to the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any obstructions in front of fire hydrants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a trash dumpster on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are ash trays available near entrances? Or are no-smoking signs posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are utility/cable boxes properly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the property shovelled and/or plowed during the winter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Building Exterior</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Are exit doors unlocked during business hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all entrances and exits properly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the company's name clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building's roof in good shape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are windows and doors in need of a washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the exterior siding in good shape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Is the building free of vandalism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are "No Smoking" signs posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency exits clearly marked and free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there sufficient lighting on the building's exterior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the rooftop elevator penthouse properly ventilated and cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any cracks in the building's exterior walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are combustible materials kept away from the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there signs of weather damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the parking structure properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the gutters free of debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Landscaping	YES	NO	N/A	COMMENTS
Does the landscaping interfere with any utility boxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any dead trees on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there shade-providing trees on the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any areas with dead grass?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is an irrigation system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are sprinklers placed far away from walkways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are planters properly mulched?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is grass mowed weekly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are mowers/trimmers kept on-site in a locked storage building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are insecticides regularly applied to plants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are flower beds weeded regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is grass fertilized regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical Systems	YES	NO	N/A	COMMENTS
Are all electrical boxes, outlets and switches properly covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are electrical panels properly covered and latched?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are electrical panels free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are extension cords used for temporary uses only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do any extension cords run through walls, ceilings or doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all electrical outlets have covers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Is equipment that requires higher voltage plugged into the proper outlets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any frayed wires in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all outlets located within two metres of sinks and exterior doors include Ground-Fault Circuit Interrupters (GFCIs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a lockout procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Fire Protection</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Are there any combustibles stored in the boiler room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all smoke alarms functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are smoke alarms tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is smoking prohibited in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the building have a sprinkler system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the sprinkler system inspected annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all storage at least 45 cm below the sprinklers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are portable fire extinguishers readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers inspected regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire evacuation diagrams posted throughout the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there "EXIT" signs posted above exterior doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are flammable and combustible liquids properly tagged and stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If smoking is allowed, are smoking areas properly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Heating/Cooling System</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Is the boiler room kept locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any combustible objects kept near heaters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building's thermostat kept at a comfortable temperature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are filters replaced regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are heating and cooling ducts free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the heating/cooling system set back when the building is unoccupied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Housekeeping</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Is trash removed from the building daily? And from site weekly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Are bathrooms cleaned daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are windows cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the company have a recycling policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are refrigerators emptied and cleaned monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Storage</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
Are all combustible and flammable liquids stored properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any combustible storage in unprotected attics or crawl spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are cabinets and containers containing chemicals properly labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are spill-containment materials readily available in case of a spill?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Safety Data Sheets (SDS) available for hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	