CAMCODE®

Facility Inspection Checklist

Regular inspections identify potential hazards, reducing the risk of accidents and costly repairs. They ensure that critical systems such as electrical, plumbing, and HVAC are functioning properly, preventing unexpected breakdowns. Inspections also help in maintaining security protocols, improving emergency preparedness, and ensuring that equipment and processes meet industry standards.

By addressing issues early, inspections prolong the lifespan of building infrastructure, enhance occupant comfort, and contribute to a safe, productive environment while minimizing liabilities and downtime for facility management.

An inspection checklist makes for a more efficient process and improves compliance. Follow this checklist to ensure you're taking the proper precautions and covering all the necessary steps to keep your facility and equipment safe, compliant and in optimal working condition.

Roofing

- [ ] **Review:** building plans, previous inspection reports and known issues
- [ ] **Exterior:** the foundation, walls, roof, windows and doors and drainage
- [ ] **Interior:** walls, ceiling, floor, columns and beams and staircases
- [ ] **Support Structure:** load bearing walls, beams and columns
- [ ] **Roof:** trusses, joists and decking
- [ ] **Basement and crawl spaces:** walls, supports and waterproofing systems
- [ ] **Moisture:** look for leaks, dampness and mold
- [ ] **Compliance:** ensure building meets codes and regulations
- [ ] **Documentation:** take photos, notes and measurements and prepare a detailed report
- [ ] **Recommendations:** corrective actions, priorities and suggested follow-up inspections
- [ ] **Follow-up:** arrange for inspections by specialists, as necessary

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Electrical System

- [ ] **Review:** building plans, previous inspection reports and known issues
- [ ] **Panels & Breakers:** inspect panels for damage, check labels and test circuit breakers
- [ ] **Wiring & Conduits:** inspect wiring for damage, conduits are mounted and protected
- [ ] **Outlets & Switches:** check for grounding, functionality and damage
- [ ] **Lighting Systems:** inspect bulbs and fixtures and test emergency lighting
- [ ] **Surge Protection:** surge protectors installed and functional, metal parts are grounded
- [ ] **Compliance:** ensure system meets all applicable codes and standards
- [ ] **Documentation:** take photos, notes and measurements and prepare a detailed report
- [ ] **Recommendations:** corrective actions, priorities and suggested follow-up inspections
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HVAC System

- [ ] **Review:** building plans, previous inspection reports and known issues
- [ ] **Visual & Operational Inspection:** *air handling units, thermostats and air filters*
- [ ] **Ductwork & Airflow:** visually inspect ducts and test airflow
- [ ] **Cooling System:** check refrigerant levels, plus condenser and evaporator coils
- [ ] **Heating System:** inspect boilers, furnaces, heat exchangers, burners and pilots
- [ ] **Ventilation System:** inspect exhaust fans and ensure air intake is functioning correctly
- [ ] **Chillers, Cooling Towers & Pumps:** check water levels and quality, inspect pumps
- [ ] **Temperature & Energy Usage:** verify comfort and evaluate energy efficiency
- [ ] **Documentation:** take photos, notes and measurements and prepare a detailed report
- [ ] **Recommendations:** corrective actions, priorities and suggested follow-up inspections
- [ ] **Follow-up:** arrange for inspections by specialists, as necessary

HVAC System

- [ ] **Review:** building plans, previous inspection reports and known issues
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Plumbing System

- [ ] **Review:** building plans, previous inspection reports and known issues
- [ ] **Water Pressure:** test pressure, check for leaks and backflow prevention
- [ ] **Fixtures:** inspect sinks, faucets, toilets, water heater and water meter
- [ ] **Drains & Pipes:** test drains for proper flow, check for clogs
- [ ] **Sewage & Septic Systems:** inspect for blockages and check for root intrusion
- [ ] **Traps & Vents:** ensure all are clear and functional with no odors or gas leaks
- [ ] **Pumps & Valves:** inspect and test sump pumps and shut-off valves
- [ ] **Hot Water System:** check temperature settings and inspect tank and pipe insulation
- [ ] **Documentation:** take photos, notes and measurements and prepare a detailed report
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Labels & Tags

- [ ] **Review:** guidelines, regulations, previous inspection reports and known issues
- [ ] **Legibility:** check for clarity, language, font size and symbols
- [ ] **Correct Information:** verify accuracy, compliance and identification numbers
- [ ] **Condition:** check durability, and look for damage, corrosion or contamination
- [ ] **Placement:** check visibility, proximity to hazards, height and angle
- [ ] **Safety:** verify appropriate warning, hazard and lockout information
- [ ] **Compliance:** ensure compliance with OSHA, ANSI, NFPA and MSDS requirements
- [ ] **Up-to-date:** verify labels reflect recent changes and new equipment is labeled correctly
- [ ] **Safety:** check exit signs, evacuation route maps and safety equipment signs and labels
- [ ] **Pipes:** verify content identification, color coding and visibility of labels
- [ ] **Documentation:** take photos, notes and measurements and prepare a detailed report
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Security & Safety

- [ ] **Review:** guidelines, regulations, previous inspection reports and known issues
- [ ] **Access:** inspect fencing, gates, access points, entry/exit control and signage
- [ ] **Surveillance Systems:** check CCTV cameras, recording functionality and blind spots
- [ ] **Alarm Systems:** check intruder alarms, panic alarms, audibility and notification system
- [ ] **Visitor Management:** verify protocols for visitor check-in, logs and package inspection
- [ ] **Security Lighting:** ensure external lighting and motion activated lighting is functioning
- [ ] **Access Control:** check access to IT and hazardous material storage
- [ ] **Evacuation:** check emergency exit doors and evacuation routes
- [ ] **Fire Safety:** check extinguishers, alarms, sprinkler systems and fire doors
- [ ] **Lighting:** test backup lighting and ensure illumination is adequate
- [ ] **First Aid:** check first aid kits, AED devices, eyewash stations and safety showers
- [ ] **Hazardous Materials:** verify storage and spill containment procedures
- [ ] **PPE:** test equipment, ensure availability and verify compliance
- [ ] **Machinery & Equipment:** check safety guards and Lockout/Tagout procedures and tags
- [ ] **Training:** ensure employees are properly trained and that training records are accurate
- [ ] **Incident Reporting:** check procedures, look for incident patterns and corrective actions
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