**Building and Grounds Expectations for Wesley Campus Facilities May 2015**

**A random checklist of items to monitor:**

**Electrical**

* Location of electrical panels with circuits properly labeled
* Outlets working properly
* Insure electrical outlets are not overloaded with extension cords, etc.
* Exterior lighting adequate and working properly
* Interior lighting adequate and working properly
* All lighting energy efficient

**Heating, Ventilation, Air Conditioning (HVAC)**

* Annual maintenance contract
* Filters changed
* Boilers inspected per state and insurance requirements
* Thermostats working properly to conserve energy
* Location of safety cutoffs for HVAC equipment with proper labeling

**Plumbing**

* Sinks, toilets, urinals working
* Interior sinks faucets, exterior spigots no drips
* Shower areas fixtures work, no drips
* Sump pumps working and maintained
* Washing machines, dishwashers hose connectors in good shape
* Clothes dryer properly vented, filter clean

**Cleaning Interior**

* Restrooms, kitchen areas properly stocked, cleaned, and disinfected regularly
* Windows and door glass clean
* Floor surfaces swept, mopped, and disinfected
* Tile floors and carpets properly maintained
* Closets, storage rooms, office areas clutter free
* Mechanical rooms clear of junk for ease of access
* Furniture, window sills, door frames, trim work free of dust
* Condition of painted surfaces

**Cleaning Exterior**

* Gutter systems clear of debris and draining properly
* Grounds maintained each season
* Grass, shrubs, trees, plantings routinely maintained
* Steps, sidewalks, parking areas maintained
* Condition of painted surfaces
* Signage properly placed and maintenance

**Safety**

* Water shutoff valve/s for building
* Spill kits
* Exits lights working, all exits clear
* Smoke detectors installed, working, and inspected frequently
* Doors and windows in good working order
* Protocols in place for emergencies
* Chemicals, paints stored properly
* Ladders in good repair and used properly
* Commercial grade kitchen, fire suppression systems inspected annually per code
* Fire extinguishers properly placed, working, and inspected per code
* Control of key system for the building