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

Random questions to consider in maintaining the building and grounds.

Developed by Bill Pike March 27, 2015

Is the exterior lighting adequate and working properly?

How often are filters for HVAC systems changed?

Where is the water shutoff valve/s for the building?

Do we have spill kits for cleaning up blood, etc.?

Are exit area lights working properly and are exit areas clear?

How often are smoke detectors checked and tested?

Do we recycle?

How often are restrooms and kitchen areas properly stocked, cleaned, and disinfected?

Do we clean the glass associated with windows and doors?

Can we open windows in our building?

Are the steps and sidewalks in good repair?

Does the HVAC equipment receive seasonal inspections and maintenance?

Are carpeted areas routinely vacuumed and cleaned?

Are all electrical outlets working properly?

Exterior gutters free of debris?

Are electrical outlets overloaded with multiple plug ins?

Are protocols in place for handling an emergency situation?

Are washers and dryers maintained, are dryer lent catchers properly cleaned and vented correctly?

How’s the clutter in your building, is it an eyesore?

Are mechanical rooms clear of junk?

If sump pumps are used, when was the last time they were checked for proper operation?

Are commercial and store bought chemicals in your building properly labeled?

Are the ladders used for the building and grounds in good repair?

Is the building free of pests? Do you have a contract for pest control?

If you have a commercial grade kitchen is the fire suppression system inspected and maintained annually?

How many fire extinguishers do you have, do they work, are they inspected annually, does the staff know how to use them?

Is paint properly stored?

Are plumbing fixtures working properly?

Can interior lighting be upgraded to reduce energy cost?

Who controls the key system for the building, do the locks work?

If volunteers are used for a painting project, does the area look better or worse upon completion?

How dusty are window sills, art work frames, door frames, etc.?