



Workplace Building Preventive Maintenance Checklist

conducted for

Top of the World Tower

Conducted on

22 Oct 2018 11:00 AM

Prepared by

Greg Langley

Location

1247 Dartmouth St, Albany, CA 94706, USA

Completed on

22 Oct 2018 03:47 PM


Score

66/71.0 - 92.96%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
All lights/bulbs/lamps checked and none needs replacement?	No	One of the reception desk overhead lights need to be replaced with the right bulb.
<div data-bbox="92 488 308 701" data-label="Image"> </div> <div data-bbox="140 707 256 739" data-label="Caption"> <p>Appendix 1</p> </div>		
Floors, ceilings, and walls show no evidence of deterioration?	No	
Faucets, toilets, and showers are operational and in good working condition?	No	Fifth floor renovation impacted the female bathroom. Still not operational due to renovations past deadline.
<div data-bbox="92 1041 308 1254" data-label="Image"> </div> <div data-bbox="140 1261 256 1292" data-label="Caption"> <p>Appendix 2</p> </div>		
Smoke and carbon monoxide detectors tested and working?	No	Smoke detector tested at the first floor pantry but it's not working.
<div data-bbox="92 1453 308 1666" data-label="Image"> </div> <div data-bbox="140 1673 256 1704" data-label="Caption"> <p>Appendix 3</p> </div>		

Question	Response	Details
No plant life growing on the roof? (remove if any)	No	
 <p data-bbox="140 506 256 533">Appendix 4</p>		

Actions


#1. Urgent: renovations still not finished on the fifth floor and we're past deadline.

Assignee: Unassigned
Priority: HIGH
Due Date: 29 Oct 2018 03:00 PM
Audit: Top of the World Tower / 22 Oct 2018 / Greg Langley
Linked to item: Floors, ceilings, and walls show no evidence of deterioration?
Status: To Do

#2. URGENT: Smoke detector needs to be replaced ASAP.

Assignee: fire.safety.team@safetymculturestaff.com
Priority: HIGH
Due Date: 22 Oct 2018 06:40 PM
Audit: Top of the World Tower / 22 Oct 2018 / Greg Langley
Linked to item: Smoke and carbon monoxide detectors tested and working?
Status: To Do

Audit - 66/71 92.96%

Question	Response	Details
Lighting		Score (5/6) 83.33%
All lights/bulbs/lamps checked and none needs replacement?	No	One of the reception desk overhead lights need to be replaced with the right bulb.
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Appendix 1</div> </div>		
Checked any luminaires that have transformers, control gear or accessories, such as spread lenses, glare baffles or color filters?	Yes	
Exterior lights and cables aren't torn; all screws and hardware in place and working?	Yes	
All exit lighting are properly installed and functioning?	Yes	
All interior lighting are properly installed and functioning?	Yes	
All exterior lighting are properly installed and functioning?	Yes	
Electrical		Score (4/4) 100.00%
Have you changed batteries in smoke and carbon monoxide detectors, flashlights and test instruments?	Yes	
Timers and photocells are functioning correctly?	Yes	
Cover plates have no cracks and have proper tightness?	Yes	
All exhaust fans are clean?	Yes	

Question	Response	Details
Safety		Score (5/5) 100.00%
Checked inventory and restocked all first aid kits?	Yes	
Checked eyewash bottles and stations?	Yes	
Safety signs and equipment labels are in good condition?	Yes	
Respirators inspected and cleaned?	Yes	
Fall protection harnesses and kits inspected?	Yes	
HVAC		Score (18/18) 100.00%
Air intake cleaned (as needed)?	Yes	
Changed all air filters (as needed)?	Yes	
Blower motors in operation have no excessive noise or vibration?	Yes	
Cleaned motors and ductwork (as needed)?	Yes	
Condensate drain pan has proper drainage?	Yes	
Checked the flexible duct connectors?	Yes	
Guards and panels are secured and not loose?	Yes	
All electrical hardware and connections are in good condition?	Yes	
Controls and equipment tested and safe?	Yes	
Interior unit operating properly?	Yes	
Condenser motor bearings have no excessive noise or vibration?	Yes	
Inspected the condenser air intake, discharge, and coil?	Yes	
All refrigerant piping and insulation in good condition?	Yes	

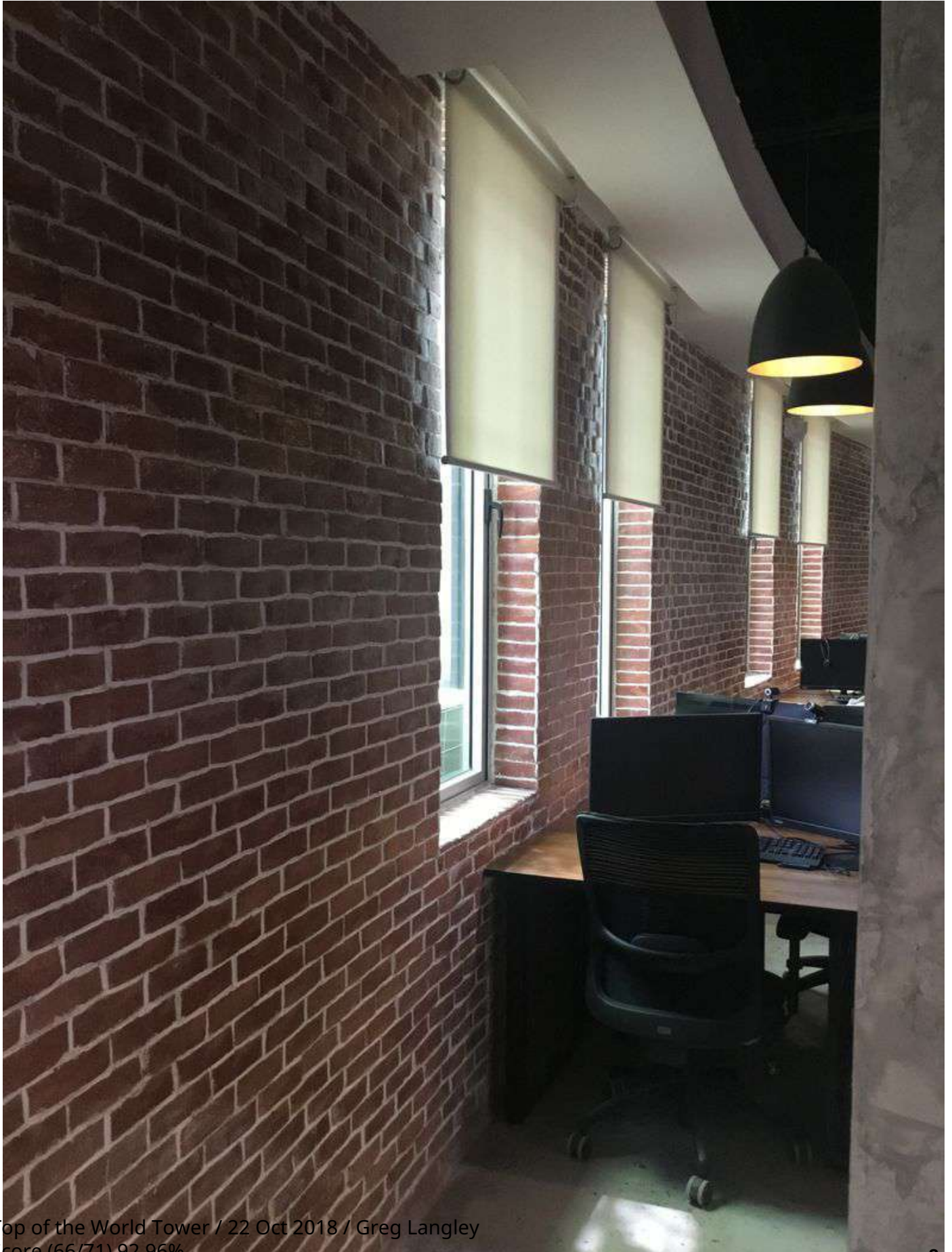
Question	Response	Details
Guards or access panels secured and not loose?	Yes	
Exterior unit in good operation?	Yes	
Inspected compressed air lines regularly? No leaks in piping, tubing or fittings?	Yes	
Replaced or cleaned air filter elements at least quarterly, or as necessary depending on the application?	Yes	
Oil levels on air compressor pumps monitored and replaced (as necessary depending on usage)?	Yes	
Building Interior		Score (10/13) 76.92%
Floors, ceilings, and walls show no evidence of deterioration?	No	



Question


Response

Details

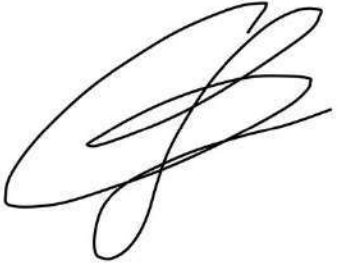
REFERENCE: Floors, ceilings, and walls show no evidence of deterioration
[This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]



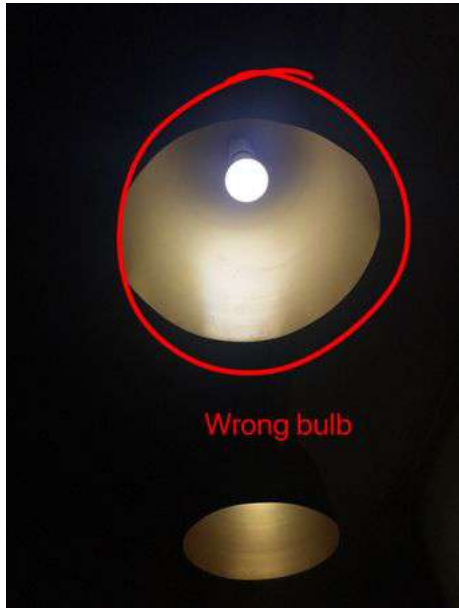
Question	Response	Details
No visible signs of leaks?	Yes	
Inspected and found no hazards (electrical, mechanical, structural, physical, tripping, etc.)?	Yes	
Faucets, toilets, and showers are operational and in good working condition?	No	Fifth floor renovation impacted the female bathroom. Still not operational due to renovations past deadline.
 <p>Appendix 2</p>		
Smoke and carbon monoxide detectors tested and working?	No	Smoke detector tested at the first floor pantry but it's not working.
 <p>Appendix 3</p>		
Fire alarm system tested and working?	Yes	
Firefighting equipment in good condition?	Yes	
All doors in proper operation; exits are not obstructed?	Yes	
Door locks and closures in good condition?	Yes	
Work areas and walkways are properly marked?	Yes	
No accumulation of trash in storage areas?	Yes	
No evidence of insect infestation?	Yes	

Question	Response	Details
Cart casters show no wear and that shelving is properly labeled, organized, and secured?	Yes	
Building Exterior		Score (18/19) 94.74%
Paint and walls in good condition?	Yes	
No broken windows or doors?	Yes	
All railings in good condition?	Yes	
No plants growing on the building or its foundation?	Yes	
Roof is cleaned (as needed)? Be careful when working in high places; employ adequate fall protection.	Yes	
Cleaned roof drains and gutters (as needed)? Tested drains and downspouts by flushing them with water?	Yes	
Roof in good condition?	Yes	
Gutters have adequate anchoring and tightened if necessary?	Yes	
Inspected the stack and all roof penetrations?	Yes	
No plant life growing on the roof? (remove if any)	No	
 <p>Appendix 4</p>		
No debris found? (clean if any)	Yes	
No broken glass and debris on the grounds?	Yes	
Sidewalk in good condition?	Yes	
Driveway and parking area in good condition?	Yes	

Question	Response	Details
Storm water drains in good condition?	Yes	
Plants and lawns in good condition?	Yes	
Trees in good condition; no branches are about to fall?	Yes	
Area around the dumpsters are clean?	Yes	
Fencing in good condition?	Yes	
Plumbing		Score (6/6) 100.00%
Plumbing inspected at least annually? No leaks or unusual noises?	Yes	
Domestic water booster and circulation pump systems require bearing lubrication at least annually; no leaks on couplings?	Yes	
Are domestic water heaters and boilers fire-tested periodically? Used flue-gas analysis to adjust the flue draft and combustion air input to help optimize efficiency?	Yes	
Remote drinking water chillers need condenser fan motor bearings lubricated annually. All contacts show no wear and pitting? Ran system control tests?	Yes	
Pumped down the system and removed the refrigerant according to manufacturer instructions? Drained and replaced oil in the compressor oil reservoir, including filters, strainers and traps?	Yes	
Sump and sewage ejection pumps are functioning properly (and replaced on an as-needed basis)? Exposed pumps lubricated (annually)?	Yes	

Question	Response	Details	
Completion			
Name and signature:	Greg Langley	22 Oct 2018 03:40 PM	

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4