



## Facilities Weekly Inspection Report

Date: JAN 20TH  
 Campus: UESALTA  
 Inspected by: MATTHEW WILITAAAS

Type	Description	Room /Unit #	1	2	3	Comments / Action or expected Taken by
			Need Immediate Attention	Need Scheduled Attention	Need No Attention	
Equipment	Air compressor - service inspection and certification				X	
Equipment	Air compressor - numbered and functional, operating permit current and clearly visible				X	
Equipment	Automatic door closers - Check for leaks repair or replace as necessary				X	
Equipment	Carts Mobile - TV/s, LCD projectors & printers, numbered, functional, inspected for frayed wires, broken plug ends				X	
Equipment	Chemical Spill Kit - inspect for supply stock and ensure for unobstructed access				X	
Equipment	Chemical Storage & Labeling - ensure all secondary containers are properly labeled and dated				X	
Equipment	Classroom & offices - computers and printers are functional				X	
Equipment	Copy machines - functional and numbered				X	
Equipment	Dental chairs - Check for hydraulic fluid leaks, clean, repair or replace as necessary				X	
Equipment	Electrical extension cords & power strips - check for heat discoloration, smoke, frayed wires, broken plug ends				X	
Equipment	Emergency eyewash station & showers - numbered, and tested to ensure proper working condition				X	
Equipment	All microwaves, water dispensers, coffee makers - inspected to ensure proper working condition				X	
Equipment	All CPU's monitors, scanners, fax units, phones, printers, TV's, VCR's & LCD projectors - inspected for proper working condition				X	
Equipment	Fire extinguishers - inspected to ensure proper working condition, securely mounted, unobstructed access, date tags up to date				X	
Equipment	First aid kit and fire extinguishers - signage VISIBLE				X	
Equipment	AED Machine - inspected to ensure proper working condition, power status is OK, electrode pads and battery are not expired				X	
Equipment	Desks, chairs, tables, keyboards trays - inspected to ensure proper working condition				X	
Equipment	Materials carton storage on hallway floors <b>PROHIBITED</b>				X	
Equipment	Secure/lock down compressed air/gas bottles with approved stand, strapping & valve protector cover				X	
Equipment	Vending machines - numbered, functional, inspected and maintained in accordance to Mfg. specifications				X	
Equipment	Verify ready status of all PPE - all applications, e.g. masks, gloves, safety glasses, face shields, body harnesses				X	
Equipment	Verify Sharps Containers - current level is below fill line to prevent overflow & ensure containers are locked & inaccessible		X		X	
Property	A/C filters, in classrooms inspected and replaced every 90 days				X	RM# 154
Property	A/C units, numbered and functional, check for excessive condensation paddling R & R as necessary				X	
Property	Electrical panels/rooms - unobstructed access, numbered, labeled; blank breaker openings plugged; boxes w/ cover face plates				X	
Property	Electrical Sockets - functional & fastened to wall correctly, check for heat discoloration or electrical smoke				X	
Property	Elevator - operating permit posted & visible, verify all switch buttons & phone functional and door closes properly				X	
Property	Emergency Evacuation Maps - ensure they are current, posted and VISIBLE				X	
Property	Emergency exit sign - test power source to ensure functioning properly and battery is charged.		X		X	RM# 303
Property	Emergency (ALL) exits - 911 signage visible, inspected and maintained in accordance to Mfg. specifications				X	
Property	Emergency interior lights - test power source to ensure functioning properly and battery is charged.				X	
Property	Interior door lock mechanisms - functional and in good working order, all departments				X	
Property	Interior lights - functional, visually check for burned out light bulbs. Check for electrical smoke		X		X	LEST MADE
Property	Interior window lock mechanisms - functional and in good working order, all departments				X	
Property	Landscape lawn, planters, shrubs - mowed and trimmed				X	
Property	Landscape Parking lot - clean and free of litter and misc. debris				X	
Property	Landscape sprinklers - functional, check for excessive puddles R & R as necessary				X	
Property	MSDS stations - numbered, and up to date				X	
Property	Parking lot & driveway surfaces - free of pot holes, traffic signs properly posted & visible				X	
Property	Storage Racks over 5' high - must be bolted to floor in accordance with CAR 1511(b)				X	
Property	Storage racks/shelves - must contain Maximum Weight Capacity Signs in accordance with CAR 1511(b)				X	
Property	Thermostat controls - functional and numbered				X	
Property	Water fountains - functional, check for puddles and or leaks. R & R as necessary				X	

Report by: **Ralph Ortiz**