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| Building Maintenance | | | | | Task: | Interior Inspection - General | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| * **Do stairs and ramps have anti-slip surfaces? Are handrails provided and securely fastened?** **(DC-96)**   **Walls**   * Inspect painted and vinyl areas for lifting, peeling, water damage or any other damage. * Inspect weld plates for rust or movement.   **Ceilings**   * Inspect for damage and stains that may indicate a water problem. * Inspect the condition of the edge trim.   **Fittings**   * Verify that mounted items/hardware such as shelves, switches and power outlets are level and secure. * Verify that information boards and displays are secure.   **Ceramic Floors**   * Inspect for chipped, cracked or loose tiles. * Inspect condition of silicone joints; look for missing, cracked or discolored grout.   **Concrete Floors**   * Inspect the general condition of the floor. If cracks exist, make a sketch indicating the location and approximate size. On subsequent inspections, check that the crack is not enlarging. * If the floor is painted, check the paint for lifting, peeling, flaking or wear.   **Kitchen/Bathroom Fittings**   * Inspect function of fixtures such as towel racks, faucets, switches, toilet seats and power outlets, ensuring they are level and secure. Black marks on the outlets are an indicator of bad connections.   **Cabinets**   * Verify that doors and drawers are level, have good alignment and operate smoothly. * Verify that hinges and hardware are secure. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |