

Gateway Regional School District



PREVENTIVE MAINTENANCE MANUAL

SEPTEMBER, 2010

Table Of Contents

Introduction – Preventive Maintenance	1
1. Site Inspection Procedure	2
2. Building Inspection Procedure	3
3. Roof Inspection Procedure	4
4. HVAC Inspection Procedure	5
5. Classroom And Common Area Inspection Procedure	6
6. Cafeteria & Kitchen Inspection Procedure	7
7. Gymnasium Inspection Procedure	8
Appendix	9

Introduction – Preventive Maintenance

The mission for the Gateway maintenance staff is to provide a clean, comfortable and, most of all, safe environment for its students, faculty and staff. To do so in saving costly repairs due to an excellent and progressive preventive maintenance plan.

The custodial and maintenance staff are key elements in the condition of the school district assets. It is not only the duty, but also the obligation of the facilities director to properly train and oversee the proper maintenance, and timely manner in which it is executed. Without proper funding and training, the school district's buildings will deteriorate, having an effect on students, faculty, staff and the community.

The facilities director encourages the custodial staff to work with students in hoping they will come to respect and understand what it takes to clean and maintain the physical plant.

This handbook details the procedures and forms used to identify and prioritize Preventive Maintenance activities in the Gateway Regional School District.

Preventive Maintenance (PM) is a proactive program designed to ensure on-going operations of District facilities with minimal impact to the educational environment from unforeseen equipment failures.

This manual contains procedures and forms for completing inspections of each school's site, building structure, roof envelope, and all classrooms and common areas. Additional photocopies of inspection forms are to be made as needed.

The PM forms and checklists are to be completed by the Custodians, Maintenance Staff, or the Business & Finance Officer. Initial inspections mandate the use of individual forms for each room or location. Going forward the inspection forms are to be used as a reference and only problem areas are to be noted.

Completed inspection forms are to be returned to the Facilities Director. The condition of each facility as well as any concerns noted on the inspection forms will be addressed. Where applicable, the manufacturers Operation Manual will also be referenced to note all required scheduled maintenance to be completed.

Work orders must be generated through Help Desk. The highest priority work orders will be those with the greatest potential impact on the health and safety of the students and staff members.

PM Inspections are to be completed monthly, annually or bi-annually as noted. Inspections are to be completed when students or staff are not present in the building. Repairs and PM activity may take place when students and staff are present in the building, as long as the activity does not serve as a distraction or pose any safety concerns. Completed PM activities are to be filed in the business manager's office.

1. Site Inspection Procedure

1. The site location for each school in the District will be formally inspected on a bi-annual basis.
2. The bi-annual inspection will be completed utilizing the Site Inspection Report form. As much as possible all minor deficiencies shall be repaired during the course of inspection. Other areas needing attention are to be recorded and prioritized for action.
3. DRIVEWAYS/PARKING/BUS AREA/STORM DRAINS – Physically inspect the entrance and exit drives, all parking lots and loading and unloading areas. When inspecting surfaces note any potholes and overall condition.
4. SIDEWALKS – Physically inspect sidewalks. Pay particular attention to “heaved” and uneven areas. Mark heaved areas with traffic paint until repaired.
5. HARD SURFACE COURTS – Physically inspect all play areas and outdoor seating. Note overall condition.
6. SITE LIGHTING – Physically inspect all outdoor area light fixtures/poles. Energize lights and check lamps for proper operation. Set time clocks if applicable.
7. FENCING & GATES – Physically inspect fencing. Check gates for proper operation and security.
8. TREES - Visually inspect all trees. Check for root damage to surrounding area, hanging branches, noticeably cracked branches, apparent diseased or dying areas. Check for clearance under utility power lines. Identify any trees growing into the power lines and notify the utility company for trimming.
9. EXTERIOR STAIRS, DECKS, AND LANDINGS – Carefully check all building materials, particularly concrete on a monthly basis. This should include exterior lighting also.
10. PLAY AREAS – Physically inspect play area and equipment. Check for broken and missing equipment components. Check the condition of the ground-cushioning agent. Assess the overall condition of the play area and note any safety concerns.
11. PLAYGROUND – Physically inspect playground area and equipment. Check for broken and missing equipment components. Check the condition of the ground-cushioning agent. Assess the overall condition of the playground area and note any safety concerns. Refer to Playground Inspection Procedures.

2. Building Inspection Procedure

1. The physical facility of each school in the District will be formally inspected on an annual basis.
2. During the inspection staff shall note findings on the Building Inspection Report form. Minor deficiencies shall be repaired during the course of inspection. Other areas needing attention shall be recorded and prioritized for action.
3. EXTERIOR WALLS – Physically inspect the wall condition for cracks, dryrot, paint deficiencies, and graffiti. Any crack or deterioration that may severely affect the integrity of the structure shall be brought to the attention of the Facilities Director.
4. FOUNDATION – Physically inspect the exterior foundation visible above ground. Particular attention shall be paid to cracks and/or separation at the foundation line.
5. EXTERIOR DOORS/HARDWARE – Physically inspect all building entry doors. Inspect the door for overall condition and security. Tighten and lubricate hinges as necessary. Inspect the closer for leaks and mounting. Verify the closer is damping properly and adjust if needed. Inspect panic hardware and locksets.
6. WINDOW – WALL SYSTEMS – Physically inspects the window systems for integrity. Note any cracked and broken glazing, assess the condition of glazing putty, if applicable, and assess the general condition and operation of the window system. Inspect condition of window wall solid wall panels.
7. ROOFS – Refer to Roof Inspection Procedures.

3. Roof Inspection Procedure

1. All District roofs will be inspected bi-annually.
 - Inspect all roofs prior to the beginning of the winter season during the month of December.
 - Inspect all roofs prior to the beginning of the summer season during the month of June.
2. During the inspection the staff shall note findings on the Roof Inspection Report form. Where practical, minor deficiencies shall be repaired during the course of inspection using roofing pitch. Other areas needing attention shall be recorded on Help Desk and forwarded to the Facilities Director for action.
3. ROOFS - Physically inspect all roof surfaces for excessive wear, blistered areas, areas of standing water, or separations of the roofing materials. Inspect and seal flashings.
4. EAVES/SOFFITS – Physically inspect all eave and soffit overhangs for dry rot, sagging, and paint deficiencies.
5. GUTTERS - Physically inspect all gutters, downspouts, and roof scuppers/drains for a free and unrestricted flow. Report and repair any deficient components. Clear obstructions and remove debris.
6. LEAKS - If a leak has been reported and the source is not readily apparent, run water across the roof surface to determine the source. Make repairs as needed. If substantial roof repairs are needed make temporary repairs, as necessary and notify the Facilities Director via Help Desk.

4. HVAC Inspection Procedure

1. All District HVAC Systems will be inspected bi-annually.
 - Inspect all cooling units prior to the beginning of the summer season during the month of May.
 - Inspect all heating units prior to the beginning of the winter season during the month of September.
2. During the inspection staff shall note findings on the HVAC Inspection Report form. Minor deficiencies shall be repaired during the course of inspection. Other areas needing attention shall be recorded on Help Desk and forwarded to the Facilities Director for action.
3. AIR CONDITIONING UNITS / CHILLERS –
 - a. Physically inspect and clean all coils (evaporator and condenser), inspect and lubricate motors and shafts (if applicable), inspect fan belts (if applicable), inspect plenums/duct connections, inspect air filters, inspect major electrical connections, inspect condition of condensate drain and drain pan, assess overall condition of unit.
 - b. Energize unit and check general operation. Record operating pressures. Record supply and return temperatures. Check for proper airflow at registers. Verify motor current draw is within manufacturer's specifications. Check thermostat for proper operation.
4. HEATING UNITS / BOILERS -
 - a. Physically inspect surrounding area for housekeeping (no flammable storage, etc), inspect and clean gas valve and burner assembly (if applicable), leak check all gas piping, inspect flue for proper installation, inspect and lubricate motors and shafts (if applicable), inspect fan belts (if applicable), inspect plenums/duct connections, inspect air filters, inspect major electrical connections, inspect safety devices (relief valves, hi-limits, etc), assess overall condition of unit.
 - b. Energize unit and check general operation. Record supply and return temperatures. Check for proper airflow at registers. Verify motor current draw is within manufacturer's specifications. Check thermostat for proper operation.

5. Classroom And Common Area Inspection Procedures

1. All District classrooms and common areas at all sites will be inspected monthly.
2. During the inspection staff shall note findings on the Classroom Inspection Checklist or the Hallway/Restroom Inspection Report form. Minor deficiencies shall be repaired during the course of inspection. Other areas needing attention shall be recorded on Help Desk and forwarded to the Facilities Director for action.
3. ENTRANCE – Physically inspect the entrance area. Check ramp and handrails, if applicable. Inspect the door for overall condition and security. Tighten and lubricate hinges as necessary. Inspect the closer for leaks and mounting. Verify the closer is damping properly and adjust if needed. Inspect lockset.
4. FLOOR COVERING – Physically inspect all floor areas. Check for loose/worn carpet and/or floor tile. On raised foundation wood subfloors, inspect for dryrot, especially at entry threshold area. –
5. WALLS – Physically inspect all interior wall surfaces. Check for loose or missing wall base. Inspect for holes. Note condition of wall coverings and paint.
6. WINDOWS – Physically inspect all windows for proper operation and security. Check all hardware.
7. CEILINGS – Physically inspect ceiling area. Investigate all water-stained areas. For suspended ceilings, ensure tiles are properly installed. Replace damaged/missing tiles.
8. ELECTRICAL – Physically inspect all light fixtures, switches and outlets. Ensure cover plates are in place and secure. Check/tighten electrical connections at breaker panels.
9. INTERCOM – Verify operation of intercom.
10. PLUMBING – Physically inspect all plumbing fixtures and connections. Check all risers, stops, and traps for leaks. Rebuild faucets. Repair/replace any leaking fixtures. Verify drains flow freely.
11. HVAC – Physically inspect the visible components in the classroom. Verify the registers/grills are in place and open. Inspect the thermostat. Assess the operation of the HVAC system.
12. EXHAUST FANS – Remove, clean, and lubricate exhaust fan assemblies.

6. Cafeteria & Kitchen Area Inspection Procedures

1. All District cafeterias and kitchens at all sites will be inspected monthly.
2. During the inspection staff shall note findings on the Cafeteria & Kitchen Inspection Report form. Minor deficiencies shall be repaired during the course of inspection. Other areas needing attention shall be recorded on Help Desk and forwarded to the Facilities Director for action.
3. ENTRANCE – Physically inspect the entrance area. Check ramp and handrails, if applicable. Inspect the door for overall condition and security. Tighten and lubricate hinges as necessary. Inspect the closer for leaks and mounting. Verify the closer is damping properly and adjust if needed. Inspect lockset.
4. FLOOR COVERING – Physically inspect all floor areas. Check for loose/worn carpet and/or floor tile. On raised foundation wood subfloors, inspect for dryrot, especially at entry threshold area. –
5. WALLS – Physically inspect all interior wall surfaces. Check for loose or missing wall base. Inspect for holes. Note condition of wall coverings and paint.
6. WINDOWS – Physically inspect all windows for proper operation and security. Check all hardware.
7. CEILINGS – Physically inspect ceiling area. Investigate all water-stained areas. For suspended ceilings, ensure tiles are properly installed. Replace damaged/missing tiles.
8. ELECTRICAL – Physically inspect all light fixtures, switches and outlets. Ensure cover plates are in place and secure. Check/tighten electrical connections at breaker panels.
9. INTERCOM – Verify operation of intercom.
10. PLUMBING – Physically inspect all plumbing fixtures and connections. Check all risers, stops, and traps for leaks. Rebuild faucets. Repair/replace any leaking fixtures. Verify drains flow freely.
11. HVAC – Physically inspect the visible components in the classroom. Verify the registers/grills are in place and open. Inspect the thermostat. Assess the operation of the HVAC system.
12. EXHAUST FANS – Inspect for hood function, grease trap function, filter condition, exhaust duct condition, fan function and supply duct condition (if applicable).
13. KITCHEN EQUIPMENT – Inspect broilers, cookers, dishwashers, food slicers, freezers, fryers, disposals, mixers, ovens, refrigerators, steamers, etc.
14. FURNITURE – Inspect counters, tables, benches, chairs for stability, surface condition and overall condition

7. Gymnasium Area Inspection Procedures

1. All District gymnasiums at all sites will be inspected monthly.
2. During the inspection staff shall note findings on the Gymnasium Inspection Report form. Minor deficiencies shall be repaired during the course of inspection. Other areas needing attention shall be recorded on Help Desk and forwarded to the Facilities Director for action.
3. ENTRANCE – Physically inspect the entrance area. Check ramp and handrails, if applicable. Inspect the door for overall condition and security. Tighten and lubricate hinges as necessary. Inspect the closer for leaks and mounting. Verify the closer is damping properly and adjust if needed. Inspect lockset.
4. FLOOR & MATS – Physically inspect all floor areas. Check for loose/worn carpet and/or floor tile. On raised foundation wood subfloors, inspect for dryrot, especially at entry threshold area. Inspect mats for excessive wear, stains, tears, and tripping hazards.
5. WALLS – Physically inspect all interior wall surfaces. Check for loose or missing wall base. Inspect for holes. Note condition of wall coverings and paint.
6. WINDOWS – Physically inspect all windows for proper operation and security. Check all hardware.
7. CEILINGS – Physically inspect ceiling area. Investigate all water-stained areas. For suspended ceilings, ensure tiles are properly installed. Replace damaged/missing tiles.
8. ELECTRICAL – Physically inspect all light fixtures, switches and outlets. Ensure cover plates are in place and secure. Check/tighten electrical connections at breaker panels.
9. INTERCOM – Verify operation of intercom.
10. PLUMBING – Physically inspect all plumbing fixtures and connections. Check all risers, stops, and traps for leaks. Rebuild faucets. Repair/replace any leaking fixtures. Verify drains flow freely.
11. HVAC – Physically inspect the visible components in the classroom. Verify the registers/grills are in place and open. Inspect the thermostat. Assess the operation of the HVAC system.
12. SEATING & BENCHES – Inspect surface conditions for deficiencies such as excessive wear, rough areas, or protruding hardware. Inspect overall stability, railing conditions, lubrication, and overall condition.
13. SCOREBOARD & SOUND SYSTEM – Inspect scoreboard for proper audio and visual operation and bulb conditions. Inspect sound system for clarity and operation.

7. Gymnasium Area Inspection Procedures - Continued

14. EXHAUST FANS – Remove, clean, and lubricate exhaust fan assemblies.
15. CLOSETS/EQUIPMENT STORAGE AREA – Inspect for door and lock operation, interior and exterior appearance and the overall condition for debris and safety hazards.
16. REFRESHMENT STAND/AREA - Inspect for cleanliness, appliance operation and condition, utility connections, and overall condition.

Appendix

Site Inspection Form.....	A
Building Inspection Form	B
Roof Inspection Report	C
HVAC Inspection Form	D
Classroom Inspection Checklist.....	E
Common Area/Restroom Inspection	F
Cafeteria/Kitchen Inspection.....	G
Gymnasium Inspection.....	H

Gateway Regional School District

**PREVENTIVE MAINTENANCE
SITE INSPECTION FORM**

Site Name:		
Site Address:		
Area/Item Inspected:	Condition (check one)	Comments:
Parking/Bus Area/Storm Drains	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Sidewalks	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Hard-surface Courts	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Site Lighting	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Fencing & Gates	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Trees	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Exterior stairs, decks and landings	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Vehicles	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Play Area 1 (indicate location)	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
OVERALL CONDITION OF SITE (check box) <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor General Remarks:		
Repairs Needed	WO Number:	Repaired By:
Inspected by (print name):	Date:	

Gateway Regional School District

PREVENTIVE MAINTENANCE – BUILDING INSPECTION FORM

Site Name:		
Site Address:		
North Wall (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Comments:	<input type="checkbox"/> Poor	
West Wall (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Comments:	<input type="checkbox"/> Poor	
South Wall (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Comments:	<input type="checkbox"/> Poor	
East Wall (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Comments:	<input type="checkbox"/> Poor	
Window Systems (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Comments:	<input type="checkbox"/> Poor	
Entry Doors/Hardware (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Comments:	<input type="checkbox"/> Poor	
OVERALL CONDITION OF BUILDING (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
General Remarks:	<input type="checkbox"/> Poor	
Repairs Needed	WO Number:	Repaired By:
Inspected by (print name):	Date:	

Gateway Regional School District

**PREVENTIVE MAINTENANCE
ROOF INSPECTION REPORT**

Site Name:		
Building / Wing Number:		
Roof Type (rubber, asphalt shingle, metal, foam, etc)	Pitch:	
Roof Age (if known)		
Roof Surface Condition (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Poor
Comments:		
Equipment Flashings (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Poor
Comments:		
Roof to Wall Connections (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Poor
Comments:		
Roof Gutters and Drains (check box)	<input type="checkbox"/> Clean and unobstructed	<input type="checkbox"/> Needs Repair
Comments:		
OVERALL CONDITION OF ROOF SYSTEM (check box)	<input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Poor
General Remarks:		
Repairs Needed	WO Number:	Repaired By:
Inspected by (print name):	Date:	

Gateway Regional School District

PREVENTIVE MAINTENANCE HVAC INSPECTION FORM

Site Name:	
Location:	
HVAC Unit Make and Model:	
Serial Number:	
Tonnage/Capacity:	Date Installed:
Filter Size and Count:	
Inspection Checklist:	
<input type="checkbox"/> Condenser Coil	<input type="checkbox"/> Disconnect
<input type="checkbox"/> Condenser Fan	<input type="checkbox"/> Electrical Connections
<input type="checkbox"/> Refrigerant Charge	<input type="checkbox"/> Natural Gas Connection
<input type="checkbox"/> Condensate Drain	<input type="checkbox"/> Ducting/Registers/Grilles
<input type="checkbox"/> Gas Valve/Burner	<input type="checkbox"/> Air Filter
<input type="checkbox"/> Blower	<input type="checkbox"/> Fan Belts
<input type="checkbox"/> Evaporator Coil	<input type="checkbox"/> Lubricate Motors/Shafts
<input type="checkbox"/> Thermostat	<input type="checkbox"/> Pads (evaporation cooler only)
<input type="checkbox"/> Other (describe):	
Discharge Pressure (5 ton and larger):	Return Air Temp:
Suction Pressure (5 ton and larger):	Supply Air Temp:
OVERALL CONDITION OF HVAC (check box)	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
General Remarks:	
Repairs Needed	WO Number:
	Repaired By:
Inspected by (print name):	Date:

Gateway Regional School District

**PREVENTIVE MAINTENANCE
CLASSROOM INSPECTION CHECKLIST**

Site Name:		
Room Number:		
Area/Item Inspected:	Condition (check one)	Comments:
Entry Ramps/Handrails	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Doors and Hardware	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Floor Covering (carpet)	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Floor Covering (VCT)	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Wall Base	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Walls and Paint	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Windows	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Ceiling	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Light Fixtures	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Switches and Covers	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Outlets and Covers	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Breaker panel	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Intercom	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Sink/Bubbler	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Cabinets/Countertops	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
HVAC	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Other (list):	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
OVERALL CONDITION OF CLASSROOM (check box) <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		
General Remarks:		
Repairs Needed	WO Number:	Repaired By:
Inspected by (print name):	Date:	

Gateway Regional School District

**PREVENTIVE MAINTENANCE
COMMON AREA/RESTROOM INSPECTION FORM**

Site Name:		
Room Number:	Inspection Type (check one)	<input type="checkbox"/> Common Area <input type="checkbox"/> Restroom
Area/Item Inspected:	Condition (check one)	Comments:
Entry Ramps/Handrails	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Doors and Hardware	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Floor Covering (Carpeting)	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Floor Covering (VCT/ceramic)	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Wall Base	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Walls and Paint	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Windows	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Ceiling	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Light Fixtures	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Switches and Covers	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Outlets and Covers	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Breaker Panel	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Water Closet	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Urinal	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Lavatory	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Floor Drain	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Exhaust Fan	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Other (list):	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
OVERALL CONDITION OF HALLWAY/RESTROOM (check box) <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor General Remarks:		
Repairs Needed	WO Number:	Repaired By:
Inspected by (print name):	Date:	

Gateway Regional School District

**PREVENTIVE MAINTENANCE
CAFETERIA/KITCHEN INSPECTION CHECKLIST**

Site Name:		
Area/Item Inspected:	Condition (check one)	Comments:
Entry Ramps/Handrails	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Doors and Hardware	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Floor Covering (VCT)	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Wall Base	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Walls and Paint	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Windows	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Ceiling	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Light Fixtures	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Switches, Outlets and Covers	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Breaker panel	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Intercom	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Cabinets/Countertops	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Gas Connections	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Kitchen Equipment	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Exhaust System	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Fire Extinguishers	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Cafeteria Furniture	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
HVAC	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Other (list):	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
OVERALL CONDITION OF CAFETERIA/KITCHEN (check box) <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor General Remarks:		
Repairs Needed	WO Number:	Repaired By:
Inspected by (print name):	Date:	

Gateway Regional School District

**PREVENTIVE MAINTENANCE
GYMNASIUM INSPECTION CHECKLIST**

Site Name:		
Area/Item Inspected:	Condition (check one)	Comments:
Entry Ramps/Handrails	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Doors and Hardware	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Floors & Mats	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Wall Base	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Walls and Paint	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Windows	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Ceiling	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Light Fixtures	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Switches, Outlets and Covers	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Breaker panel	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Intercom	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Fire Safety	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Seating & Benches	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Scoreboard & Sound System	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Signing	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Fire Extinguishers	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Closets/Equipment Storage Area	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Refreshment Stand/Area	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
HVAC	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Other (list):	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
OVERALL CONDITION OF GYMNASIUM (check box) <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor General Remarks:		
Repairs Needed	WO Number:	Repaired By:
Inspected by (print name):	Date:	