



# Workplace Building Preventive Maintenance Checklist

Top of the World Tower / 13 Mar 2023 / Greg Langley

Complete

Score	<b>92.96%</b>	Flagged items	<b>5</b>	Actions	<b>2</b>
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## Building / Client site

Top of the World Tower

## Conducted on

13.03.2023 11:00 PST

## Prepared by

Greg Langley

## Location

1247 Dartmouth St, Albany, CA  
94706, USA

## Flagged items & Actions

5 flagged, 2 actions

### Flagged items

5 flagged, 2 actions

Audit / Lighting

**All lights/bulbs/lamps checked and none needs replacement?**

No

One of the bulbs on 3rd floor is not working



Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 20.03.2023 11:17 PST | Created by SafetyCulture Staff

Replace bulb immediately

Audit / Lighting

**Checked any luminaires that have transformers, control gear or accessories, such as spread lenses, glare baffles or color filters?**

No

Audit / Lighting

**Exterior lights and cables aren't torn; all screws and hardware in place and working?**

No

Audit / Lighting

**All exit lighting are properly installed and functioning?**

No

One of the emergency exit, also on the third floor, is malfunctioning

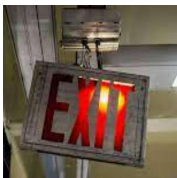


Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 20.03.2023 11:21 PST | Created by SafetyCulture Staff

Replace immediately - preferably after this inspection

Audit / Lighting

**All interior lighting are properly installed and functioning?**

No

**Other actions**

0 actions

**Audit**

5 flagged, 2 actions, 92.96%

**Lighting**

5 flagged, 2 actions, 16.67%

**All lights/bulbs/lamps checked and none needs replacement?**

No

One of the bulbs on 3rd floor is not working



Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 20.03.2023 11:17 PST | Created by SafetyCulture Staff

Replace bulb immediately

**Checked any luminaires that have transformers, control gear or accessories, such as spread lenses, glare baffles or color filters?**

No

**Exterior lights and cables aren't torn; all screws and hardware in place and working?**

No

**All exit lighting are properly installed and functioning?**

No

One of the emergency exit, also on the third floor, is malfunctioning



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 20.03.2023 11:21 PST | Created by SafetyCulture Staff

Replace immediately - preferably after this inspection

**All interior lighting are properly installed and functioning?**

No

**All exterior lighting are properly installed and functioning?**

Yes

**Electrical**

100%

**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
<b>Safety</b>	100%
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
<b>HVAC</b>	100%
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
Guards or access panels secured and not loose?	Yes

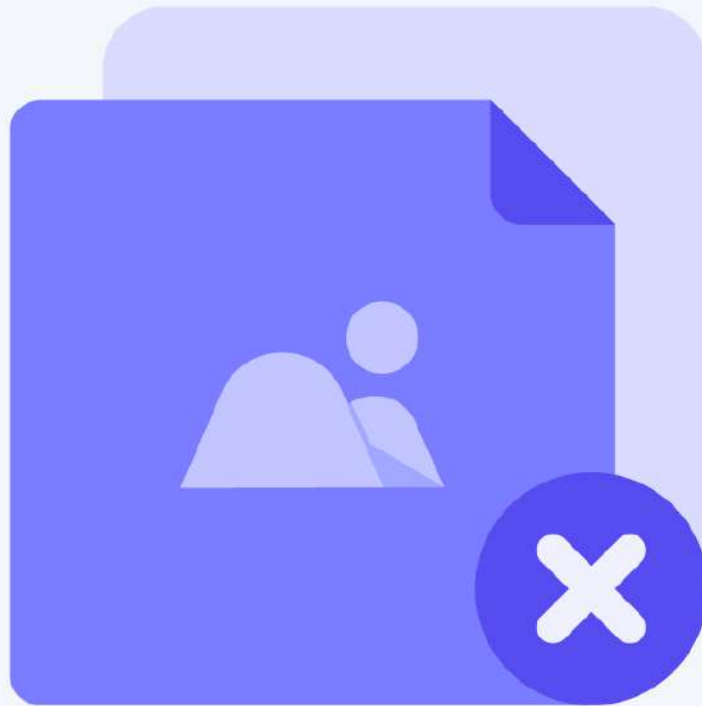
<b>Exterior unit in good operation?</b>	Yes
<b>Inspected compressed air lines regularly? No leaks in piping, tubing or fittings?</b>	Yes
<b>Replaced or cleaned air filter elements at least quarterly, or as necessary depending on the application?</b>	Yes
<b>Oil levels on air compressor pumps monitored and replaced (as necessary depending on usage)?</b>	Yes

## Building Interior

100%

<b>Floors, ceilings, and walls show no evidence of deterioration?</b>	Yes
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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]



<b>No visible signs of leaks?</b>	Yes
<b>Inspected and found no hazards (electrical, mechanical, structural, physical, tripping, etc.)?</b>	Yes
<b>Faucets, toilets, and showers are operational and in good working condition?</b>	Yes
<b>Smoke and carbon monoxide detectors tested and working?</b>	Yes
<b>Fire alarm system tested and working?</b>	Yes
<b>Firefighting equipment in good condition?</b>	Yes
<b>All doors in proper operation; exits are not obstructed?</b>	Yes
<b>Door locks and closures in good condition?</b>	Yes

<b>Work areas and walkways are properly marked?</b>	Yes
<b>No accumulation of trash in storage areas?</b>	Yes
<b>No evidence of insect infestation?</b>	Yes
<b>Cart casters show no wear and that shelving is properly labeled, organized, and secured?</b>	Yes
<b>Building Exterior</b>	100%
<b>Paint and walls in good condition?</b>	Yes
<b>No broken windows or doors?</b>	Yes
<b>All railings in good condition?</b>	Yes
<b>No plants growing on the building or its foundation?</b>	Yes
<b>Roof is cleaned (as needed)? Be careful when working in high places; employ adequate fall protection.</b>	Yes
<b>Cleaned roof drains and gutters (as needed)? Tested drains and downspouts by flushing them with water?</b>	Yes
<b>Roof in good condition?</b>	Yes
<b>Gutters have adequate anchoring and tightened if necessary?</b>	Yes
<b>Inspected the stack and all roof penetrations?</b>	Yes
<b>No plant life growing on the roof? (remove if any)</b>	Yes
<b>No debris found? (clean if any)</b>	Yes
<b>No broken glass and debris on the grounds?</b>	Yes
<b>Sidewalk in good condition?</b>	Yes
<b>Driveway and parking area in good condition?</b>	Yes
<b>Storm water drains in good condition?</b>	Yes
<b>Plants and lawns in good condition?</b>	Yes
<b>Trees in good condition; no branches are about to fall?</b>	Yes
<b>Area around the dumpsters are clean?</b>	Yes



Fencing in good condition?

Yes

## Plumbing

100%

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

## Completion

Name and signature:

*Greg Langley*

Greg Langley  
13.03.2023 11:14 PST

Appendix



Photo 1



Photo 2