

**MAINTENANCE GUIDEBOOK II  
INSPECTION OF DEVELOPMENTS**

**APPENDIX B**

**SERVICE-SYSTEM INSPECTION FORM GUIDELINES**

**SAMPLE**  
**SERVICE SYSTEMS INSPECTION PROGRAM**

**Catch-Basin Inspection and Service**

To prevent flooding conditions and to ensure sanitary conditions, each catch basin is to be inspected and, if required, cleaned on a monthly schedule by an assigned laborer.

Catch-basin locations and numerical designations should be shown on a plot plan of the development that clearly depicts this information and is attached to report.

All inspections and services are to be recorded on a Catch-Basin Inspection and Service Report.

**Compactor Inspection and Service**

To maintain continuous and efficient operation of all solid waste compactors, each unit is to be inspected, cleaned, and serviced according to the manufacturer's recommendations each week by an assigned maintenance worker.

All inspections and work performed are to be recorded on a Compactor Inspection and Service Report.

**Condensate Pump Inspection**

To ensure continuous and efficient operation of all condensate-return pumps, each location listed on a Condensate Pump Inspection Report is to be inspected by an assigned maintenance worker each week.

The procedure should required that all pumps, pump rooms, and equipment be inspected for operation, security, lighting, cleanliness, and general condition, particularly leaks requiring repair.

The Inspector shall ascertain that all equipment is operational by observation and/or testing. This includes, but is not limited to, tests, thermometers, pumps, controls, and sumps. All findings are to be recorded on he report form.

**Electric Transformer Inspection**

To ensure safe and continuous operation of all electrical transformers, each transformer listed on an Electric Transformer Inspection Report is to be inspected each month.

Each transformer manhole, vault, and/or enclosure is to be kept clear of storage, clean, lighted, dry and secure from unauthorized entry (locked).

The procedure requires that each manhole and vault be opened and entered to inspect for improper storage, degree of cleanliness, security, lighting, and general operating conditions, such as flooding or excessive insulating dust.

Each finding is to be recorded on the report form.

**Elevator Equipment Inspection**

To ensure continuous and safe operation, each elevator is to be serviced by a certified staff elevator mechanic or contractor not less often than required by local code. Upon receipt of the servicing contractor's service report and/or upon completion of any service work completed by the maintenance work force, an assigned maintenance worker is to inspect the elevator-equipment room for cleanliness, lighting, security, and improper storage. In addition, each elevator cab is to be checked for cleanliness, lighting, and smoothness of operation monthly.

All inspections are to be recorded on an Elevator Equipment Inspection Report.

**Emergency Lighting Inspection and Service**

To ensure reliable emergency lighting service, an assigned maintenance worker is to inspect and service each emergency lighting unit as listed on an Emergency Lighting Inspection and Service Report on a quarterly schedule.

The required inspection and service shall include testing each unit for correct operation and, in the case of a battery unit, adjusting the lamps and checking the batteries. Each finding is to be recorded on the report form.

**Exhaust Fan Inspection and Service**

To maintain a continuous and efficient ventilation system, each exhaust fan listed on an Exhaust Fan Inspection and Service Report is to be inspected and serviced in accordance with the manufacturer's recommendations by an assigned maintenance worker on a semi-annual schedule.

The inspection and service is to include:

- o Lubricate motor when required;
- o Lubricate bearing and shaft when required;
- o Check assembly for mechanical stability;
- o Clean unit and components (filters);
- o Adjust "V" belt and report existing condition, (whether good/poor or in need of replacement);
- o Check timers for correct setting;
- o Check fan operation.

All inspections and services performed are to be recorded on the report form.

**Exterior Light Inspection**

To assist in maintaining a safe environment and to ensure continuous timely exterior lighting service, an assigned maintenance worker shall conduct a tour of all buildings and grounds weekly between the hours of dusk and dawn to inspect each exterior light as indicated on a development site plan.

The site plan should clearly define the location of all managerially controlled exterior lights, such as pole, canopy, and wall fixtures. The Inspector during the tour, is to note any light that is not functioning on an Exterior Lighting Inspection Report. In the case of fixtures controlled by mechanical timers, the Inspector is to record the on and off time settings as well as adjust, whenever required.

**Heating Plant Operations and Maintenance**

To ensure an efficient and cost-effective heating plant operation, an assigned maintenance worker shall perform these activities as listed on the appropriate activity reports, i.e., daily, weekly, monthly and quarterly, bi-annual and annual service reports.

**Heating Plant Operations and Maintenance** (continued)

Manufacturer's instructions will dictate the maintenance requirements for the equipment which has been installed. At a minimum these instructions should identify which tasks should be performed on daily, weekly, monthly, quarterly, bi-annual and annual basis.

Upon the completion of each scheduled and specified activity, the performing worker shall record in the appropriate column the date and his or her initials to signify work completion.

**Lighted Exit Sign Inspection and Service**

To assist in maintaining a safe environment, an assigned maintenance worker shall inspect and service each lighted exit sign as listed on a Lighted Exit Sign Inspection and Service Report at least once monthly. Every lighted exit sign shall be kept clean, mechanically stable, and lighted.

After inspection of each lighted exit sign, the condition and service, if required, shall be recorded in the appropriate space on the report.

**Mechanical Equipment Maintenance**

To maintain a continuous and efficient operation of mechanical equipment such as electrical heaters (overhead or wall) and air-conditioning units, each unit listed on a Mechanical Equipment Maintenance Report is to be inspected, vacuumed, and the filters cleaned and/or replaced every April and September by an assigned maintenance worker.

All inspections and services performed are to be recorded on the report.

**Refuse Chute Entry Inspection**

To maintain a continuous, safe and sanitary operation of the solid-waste disposal chutes, the service rooms on each floor and all chute entry doors are to be inspected by an assigned maintenance worker on a weekly and monthly basis for:

**SAMPLE  
SERVICE SYSTEMS INSPECTION PROGRAM**

Page 5 of 5

**Refuse Chute Entry Inspection (continued)**

- o Cleanliness;
- o Improper storage;
- o Lighting;
- o Operation (service room door and chute entry hatch are to be self-closing and must latch positively);
- o Mechanical stability, i.e., all operating parts in proper working order.

All inspection are to be recorded on a Refuse Chute Entry Inspection Report.

**Exterior Main Sanitary Drain Line Maintenance**

To assist in preventing emergency flooding and backups of all sanitary drain lines, each exterior main sanitary drain line shall be rodded and flushed clear to the main city sewer system once each year by an assigned maintenance worker.

Exterior main sanitary drain line locations and numerical designations should be shown on a plot plan of the Development that clearly depicts this information.

All services are to be recorded on an Exterior Main Sanitary Drain Line Activity Report.