

**Maintenance Checklist**

Center: \_\_\_\_\_

Observer: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Overall Rating      Unsatisfactory      Satisfactory      Excellent

\* Critical Item

+ Automatic Unsatisfactory Rating

**Maintenance Staff Direct Responsibilities**

Indoor Area	Yes	No
* + All exits are unlocked and are not blocked		
Hallways are free of items that could cause falls, trips, or injuries		
Hallways are kept clean of litter or debris		
Stairways are well lighted and clear		
Safety covers are on all unused outlets		
Smoke detectors or other alarms are checked monthly		
Fire extinguishers are checked monthly for proper charge		
Center is generally clean		
Storage areas are neat and orderly		
Entrance windows are kept clean		
Main bathrooms are clean - no paper on the floor, no odors		
All exhaust fans or return vents are clean		
No damaged ceiling tiles		
All light fixtures are covered		
Light covers are secure, clean, and not broken		
All exit light bulbs are working		
Water fountains are secure and properly mounted		
Walls, floor, and ceiling are in good repair		
Toilet and toilet seats in children's bathroom are secured in place		
Toilet and toilet seats in adult's bathroom are secured in place		
Children's furniture properly mounted to the wall		
No cracked or damaged windows		
HVAC air filters are clean and changed monthly		
No visible signs of water leaks or damage in bathrooms - Pipes, etc.		
*   Boiler has been checked and drained, if center has one		
All urinals and toilets are flushing properly		
All doors and locks are closing and locking correctly		
No ridges or torn carpet		
Outdoor Area	Yes	No
Facility grounds are relatively clean from any debris		
Handrails are safe, secured, and painted		
Smoking area is kept clean		
Dumpster is kept closed when not in use		
All light fixtures are covered		

