

**Building and Grounds Expectations for Wesley Campus Facilities May 2015**  
**A random checklist of items to monitor:**

**Electrical**

- Location of electrical panels with circuits properly labeled
- Outlets working properly
- Insure electrical outlets are not overloaded with extension cords, etc.
- Exterior lighting adequate and working properly
- Interior lighting adequate and working properly
- All lighting energy efficient

**Heating, Ventilation, Air Conditioning (HVAC)**

- Annual maintenance contract
- Filters changed
- Boilers inspected per state and insurance requirements
- Thermostats working properly to conserve energy
- Location of safety cutoffs for HVAC equipment with proper labeling

**Plumbing**

- Sinks, toilets, urinals working
- Interior sinks faucets, exterior spigots no drips
- Shower areas fixtures work, no drips
- Sump pumps working and maintained
- Washing machines, dishwashers hose connectors in good shape
- Clothes dryer properly vented, filter clean

**Cleaning Interior**

- Restrooms, kitchen areas properly stocked, cleaned, and disinfected regularly
- Windows and door glass clean
- Floor surfaces swept, mopped, and disinfected
- Tile floors and carpets properly maintained
- Closets, storage rooms, office areas clutter free
- Mechanical rooms clear of junk for ease of access
- Furniture, window sills, door frames, trim work free of dust
- Condition of painted surfaces

**Cleaning Exterior**

- Gutter systems clear of debris and draining properly
- Grounds maintained each season
- Grass, shrubs, trees, plantings routinely maintained
- Steps, sidewalks, parking areas maintained
- Condition of painted surfaces
- Signage properly placed and maintenance

**Safety**

- Water shutoff valve/s for building
- Spill kits
- Exits lights working, all exits clear
- Smoke detectors installed, working, and inspected frequently
- Doors and windows in good working order
- Protocols in place for emergencies
- Chemicals, paints stored properly
- Ladders in good repair and used properly
- Commercial grade kitchen, fire suppression systems inspected annually per code
- Fire extinguishers properly placed, working, and inspected per code
- Control of key system for the building