

**Building and Grounds Expectations for Wesley Campus Facilities**  
**Random questions to consider in maintaining the building and grounds.**

Developed by Bill Pike March 27, 2015

- Is the exterior lighting adequate and working properly?
- How often are filters for HVAC systems changed?
- Where is the water shutoff valve/s for the building?
- Do we have spill kits for cleaning up blood, etc.?
- Are exit area lights working properly and are exit areas clear?
- How often are smoke detectors checked and tested?
- Do we recycle?
- How often are restrooms and kitchen areas properly stocked, cleaned, and disinfected?
- Do we clean the glass associated with windows and doors?
- Can we open windows in our building?
- Are the steps and sidewalks in good repair?
- Does the HVAC equipment receive seasonal inspections and maintenance?
- Are carpeted areas routinely vacuumed and cleaned?
- Are all electrical outlets working properly?
- Exterior gutters free of debris?
- Are electrical outlets overloaded with multiple plug ins?
- Are protocols in place for handling an emergency situation?
- Are washers and dryers maintained, are dryer lint catchers properly cleaned and vented correctly?
- How's the clutter in your building, is it an eyesore?
- Are mechanical rooms clear of junk?
- If sump pumps are used, when was the last time they were checked for proper operation?
- Are commercial and store bought chemicals in your building properly labeled?
- Are the ladders used for the building and grounds in good repair?
- Is the building free of pests? Do you have a contract for pest control?
- If you have a commercial grade kitchen is the fire suppression system inspected and maintained annually?
- How many fire extinguishers do you have, do they work, are they inspected annually, does the staff know how to use them?
- Is paint properly stored?
- Are plumbing fixtures working properly?
- Can interior lighting be upgraded to reduce energy cost?
- Who controls the key system for the building, do the locks work?
- If volunteers are used for a painting project, does the area look better or worse upon completion?
- How dusty are window sills, art work frames, door frames, etc.?