

SDDOT Facility Inspection Checklist

Exterior Appearance		Landscaping	
Signage		Roof Condition	
Exterior Walls & Paint		Gutters & Down Spouts	
Parking Lot		Tripping Hazards	
Sidewalk		Snow removed/Piled	
Garage Doors			
Close Tightly		Openers	
Damaged		Safety Device Operative	

Walk-in Door

Locks Operative		Close Tightly	
Closer Operative			
Windows			
Locks Operative		Glass/seals in Good Condition	
Concrete Floor			
Tripping Hazards		Spill Cleanup Kit	
Cracked			
Fire Extinguishers Signed		First Aid Kit Signed	

Hazardous Material Storage		Rags Storage	
Welding tanks secured		Extension Chords	
Electrical Outlets		Surge Strips	
Documentation of Maintenance Checks			
<u>Checked Daily</u>		Restrooms	
<u>Checked Bi-weekly</u>		First Aid/Eye Wash Kit	
<u>Checked Monthly</u>		Air Compressor	
<u>Checked Quarterly</u>		Air Conditioning/Heating	

Sewer Lines

Vacuums

<u>Checked Yearly</u>		Air Handler	
Elevator		Exhaust Hose	
Hoists		Water Heater	
Water Softener		Roof Inspection	
Parking Lot		Exterior Building	
Garage Doors		Fire Extinguishers	
Smoke Alarms		Security Alarms	
		Equal Opportunity Posters	