

FACILITY INSPECTION SHEET

	IDENTIFICATION NUMBER		EQUIPMENT NUMBER
	INSPECTOR		FACILITY IDENTIFICATION NUMBER <small>as per real property records</small>
PROJECT TITLE: _____			

SYSTEM IDENTIFICATION:

<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> INSTR. AND CONTROLS	<input type="checkbox"/> BUILDING SERVICES
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SUB-SYSTEM/OR OTHER DATA:

<input type="checkbox"/> LIGHTING / EXIT <input type="checkbox"/> LIGHT / EXTERIOR <input type="checkbox"/> LIGHTING / EMERG. <input type="checkbox"/> LIGHTING / GENERAL <input type="checkbox"/> UPS / _____ <input type="checkbox"/> UPS / BATTERY <input type="checkbox"/>	<input type="checkbox"/> DISTRIBUTION / MISC. / _____ <input type="checkbox"/> DISTRIBUTION / MCC. / _____ <input type="checkbox"/> DISTRIBUTION / PANEL / _____ <input type="checkbox"/> DISTRIBUTION / SWGR / _____ <input type="checkbox"/> DISTRIBUTION / RECEPTACLE / GFCI <input type="checkbox"/> DISTRIBUTION / RECEPTACLE <input type="checkbox"/>	<input type="checkbox"/> DISTRIBUTION / HVAC / _____ <input type="checkbox"/> FIRE ALARM / TRANSCIEVER <input type="checkbox"/> FIRE ALARM / _____ <input type="checkbox"/> ELEVATOR / _____ <input type="checkbox"/> LIGHTNING PROTECTION <input type="checkbox"/> CATHODIC PROTECTION <input type="checkbox"/>
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LOCATION: _____

INSPECTORS' ASSESSMENT OF URGENCY TO REPAIR:

<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> ROUTINE
<input type="checkbox"/> URGENT	<input type="checkbox"/> DISCRETIONARY
<input type="checkbox"/> PRIORITY	<input type="checkbox"/> DEFERRED

SKETCH

WHAT MAINTENANCE IS REQUIRED?:

(Draw a sketch if needed for clarification. Use a continuation sheet if additional space is required.)

<input type="checkbox"/> MIXED VOLTAGES?	<input type="checkbox"/> MISSING PANEL SCHEDULES?
<input type="checkbox"/> MISSING EQ NUMBERS?	<input type="checkbox"/> EQ NEED REPLACING?

DEFICIENCY / SOLUTION:

EXAMPLE

of a customized Facility Inspection Sheet

_____ ESTIMATED MANHOURS	
<input type="text"/> FY NEEDED	<input type="text"/> FUND SOURCE
<input type="text"/> CLOSE-OUT DATE	<input type="text"/> ACTUAL COST

_____ Labor	
_____ Material	
_____ Engineering	
_____ Documentation	
_____ TOTAL ROM COST	