

Inspection and Inventory Checklists

(from BuildSearch.com)

What is an Inspection and Inventory?

The Inspection and Inventory is your own inspection of your facilities, so that you can document existing conditions of the library. It helps guide you in providing documentation about the library building and historical facts about the properties. This is recommended to be completed by the Library Supervisor and Staff. Each library is different, and this form can be modified to meet the needs.

Guide to Using the Checklists

1. Before you start your Inspection and Inventory, be sure to read through this guide so that your inspection will be smooth, and you will be knowledgeable about what you are inspecting.
2. Use the General Room Checklist for all rooms indoors.
 - a. Be sure to make multiple copies of this checklist prior to inspection.
 - b. Write down the room that each sheet will be used for on the blank.
3. Use the corresponding supplementary checklists for the Bathrooms and/or Kitchens.
 - a. Make the appropriate number of copies of these checklists for the number of bathrooms in the library.
 - b. Be sure to indicate which bathroom each sheet will be used for on the blank.
4. Use the Other Areas Checklist to inspect areas such as the stairs or a balcony.
5. Check the exterior areas of the library using the Exteriors Checklists.

What to Bring to the Inspection and Inventory?

1. A copy of any existing building documentation including the electrical plan of the property and the architect's drawings or specifications (if available) that relate to the interiors and exteriors of the library.
 - a. A detailed description of items of the property, for example tiles, door locks, cupboard handles, locks, furnishings, etc.
 - b. All documents, plats, historical designations, etc.
 - c. All documentation of building upgrades.
 - d. Documentation of contracted services (i.e. elevator inspector, plumber, electrician, etc.)
2. Your phone or a camera to take photos of any issues you might notice.
3. The checklists, either printed out with a pen or a tablet that you can write on them with.



An Employee-Owned Company

Tips for the Inspection

1. After inspecting a room with the checklists, try walking and looking around without thinking about the items on the list, to see if there is anything you might notice.
2. When checking surfaces such as walls, ceilings, floors, counters, stairs, or anything with tiles, check for any bulging, sagging, paint issues, cracking, nails protruding, dampness, unevenness, decay, looseness, or any other sort of damage.
 - a. For floors and stairs, be sure to walk around them and listen for any creaking and feel around for unevenness or instability, to prevent any potential future accidents.
 - b. For ceilings and the roof, be sure that insulation has been properly installed.
 - c. The same reminders go for the exterior of the library, looking at brickwork, masonry, woodwork, roof tiles, gutters, downspouts, weep holes, etc.
3. For anything that involves water, such as sinks, toilets, showers, bidets, faucets, and the like, be sure to check for cracks, leaks, looseness of valves and handles, and cosmetic damage. Do not forget to check their surroundings such as cupboards, shower screens, or similar areas for possible leaks or dampness which might cause water damage.
4. Follow the checklists well, noting any issues that might come up during future inspection.
5. Ask questions of staff, especially when it comes to safety concerns. It is always better to be more knowledgeable about these things so that you can conduct a better inspection.
6. An option is to hire engineers, architects, building or construction inspectors who are objective and independent, to assist you in your inspection. The inspector can also help answer any questions that you might have.
7. Use the Blank Checklist to note down any other observations or issues, along with questions.

A note about ADA Compliance

A separate inspection should be completed to ensure ADA compliance throughout the facility. This would include exterior parking and accessibility, doors, service areas, restrooms, stairways, etc.

General Room Checklist: _____ (accomplish this for ALL rooms)

Item	Yes	No	Comments
Doors			
Can the door open and close well?			
For sliding doors, do they slide smoothly?			
Is the door free from any cosmetic damage?			
Are the handles and knobs working?			
Are the locks and keys working?			
Are the doorway and hinges properly fixed?			
Surfaces			
Is the <u>floor</u> flat, smooth, and free from scratches, cracks or damage? Walk around it to make sure it is good and stable.			
Are the <u>walls</u> free from damage? Is the paint smooth, even and free from bubbles?			
Is the <u>ceiling</u> free from any damage? Is the paint even and free from bubbles or marks?			
Are the <u>corners</u> of the rooms free from any abnormalities and cracks?			
Are the <u>cornices</u> (molding between the ceiling and floor) free from any damage or gaps? (they may also be on your floors)			
Electronics			
Are the electric sockets working properly.			
Are the telephone / internet sockets present and working? (If applicable for that room)			
Are all lightbulb fittings correct and working?			
Do the light switches work?			
Do the heating / cooling systems work?			
Are the heating / cooling vents properly installed?			
Windows			
Can the windows open and close well?			
Are the window frames fixed properly?			
Do the window locks work?			
Are the rubber and glass free from damage?			
Are any windowsills fitted well, with even paint and free from damage or scratches?			

Bathroom Checklist: _____

Item	Yes	No	Comments
Sinks			
Do the faucet and its handles work properly?			
Is the basin free from damage?			
Does the water drain properly?			
Is the sink free from leaks? Fill it up to check. Be sure to check the areas surrounding the sink, such as cupboards, cabinets, walls, etc.			
Do the stops or plugs of the sink work properly?			
Showers (if applicable)			
Do the shower and all its handles work properly?			
Are the shower area and the surfaces within the shower free from damage?			
Does the water drain properly?			
Is the shower free from leaks? Aim the showerhead at the walls, screens, and joints to make sure they are sealed properly.			
Are the shower screens or curtains installed properly?			
Does the tile grout have any gaps or holes?			
Toilets			
Does the toilet flush and drain properly?			
Does the toilet fill up properly?			
Is the toilet free from any damage or leaks?			
Is the toilet properly stuck to the floor?			
Does the toilet seat stay up on its own?			
Does the bidet work properly?			
Other			
Is the bathroom countertop free from any damage or paint stains?			
Do the cabinet doors open and close properly?			
Are the cabinet door handles properly fixed?			
Are the towel rails fitted and secure?			
Are the toilet paper holders fitted and secure?			
Does the ventilation function properly?			
Are any mirrors properly installed?			

Kitchen Checklist

Item	Yes	No	Comments
Sinks			
Do the faucet and all its handles work properly?			
Is the basin free from damage?			
Does the water drain properly?			
Is the sink free from leaks? Fill it up to check. Be sure to check the areas surrounding the sink, such as cupboards, cabinets, walls, etc.			
Do the stops or plugs of the sink work properly?			
Does the floor drainage work properly?			
Cupboards, Drawers, & Countertops			
Do the drawers and cupboard doors open and close properly?			
Are the cupboards and drawers clean and free from damage?			
Is the paint on the cupboards and drawers even and free from bubbles?			
Are the kitchen countertops free from any damage or paint stains?			
Are countertops accessible for all users (ADA compliant)?			
Stove & Oven (if applicable)			
Does the oven work properly?			
Does the stove work properly?			
Are the gas lines safe and properly connected?			
Does the exhaust work properly?			
Do the switches and lights of the oven and stove work properly?			
Other			
Are the kitchen tiles properly set? (If applicable)			
Are the towel rails fitted and secure?			

Other Areas Checklist

Item	Yes	No	Comments
Stairs			
Do the stairs seem stable? Check for creaking or any odd feelings when you walk up and down.			
Are the handrails secure? Be sure to hold them at different areas.			
Is the paint on the stairs and handrails even and without any marks?			
Are any cupboards under the stairs clean and free from any damage? (if applicable)			
Is the paint on any cupboards under the stairs (internal and external) even and free from any damage?			
Balcony (if applicable)			
Is the flooring secure and well-laid? Check the tiles or paint, etc.			
Are the railings sturdy, secure, and free from damage or scratches?			
Are the light fittings and switches properly working?			
Does the water drain off the floor properly? (Water cannot remain on the balcony floor because it can cause damage – alternatively, some balconies are water-proofed)			
Miscellaneous Electronics			
Is the security system working? (If applicable)			
Are the fire alarms working? You can test these, just ask for help.			
Does the doorbell or intercom work properly? (If applicable)			
Does the centralised heating / cooling work properly? (If applicable)			
Are any other electric systems functioning as they should? (Vacuum system, motion-activated lights, etc. – if applicable)			

Exteriors Checklist (indicate north, south, east, or west for any comments)

Item	Yes	No	Comments
Doors			
Can they open and close well? For sliding doors, do they slide smoothly?			
Are the handles and knobs working?			
Are the locks and keys working?			
Are the doorway and hinges properly fixed?			
Are the doors sealed for any sort of weather intrusion?			
Does the door open in the right direction?			
Windows			
Can the windows open and close well?			
Are the window frames fixed properly?			
Do the window locks work?			
Are the rubber and glass free from damage?			
Are any windowsills fitted well, with even paint and free from damage or scratches?			
Are the areas around the wall and window frame neat and free from damage?			
Are any screens installed properly?			
Building			
Are any brick surfaces free from damage and stains from mortar or paint?			
Are the mortar joints (space between bricks) of any brick surfaces filled fully and evenly?			
Has your building been <u>rendered</u> (cement coating) properly? Check for cracks or an uneven coat.			
Is the <u>cladding</u> (external elements) of your library neat and well-fixed?			
Are the <u>weatherboarding</u> elements of your library stable and well-placed?			
Is the paint on all surfaces free from any sort of damage, scratches, stains, or dirt?			
Have all pipes and vents been properly covered or protected?			

Item	Yes	No	Comments
Protection			
Is any damp proofing course adequately installed?			
Are weep holes free and clear of debris?			
Is any termite protection properly installed?			
Do your vents, flues, pipes, or any openings have appropriate covering to prevent rain, dirt, pests, etc. from getting in?			
Are the pipes that may carry hot water properly insulated?			
Roof			
Are the tiles of your roof secure and free from any damage?			
Are the <u>valleys</u> of your roof secure and free from any damage?			
Is the insulation for your roof well-installed?			
Is any <u>sarking</u> (protective skin under roof tiles) for under your roof properly installed and secured?			
Is any lining around your roof or on the eaves firmly placed?			
Is the <u>fascia</u> (part of your roof under the tiles that extends past the wall of your building) free from any damages or paint stains?			
Are the gutters and the straps that hold them in place secure?			
Are the <u>downspouts</u> (pipes that carry water from the gutter to the ground) and the straps that hold them secure?			

Item	Yes	No	Comments
Open Areas (porch, lanai, deck, etc.)			
Is the <u>floor</u> flat, smooth, and free from scratches or damage? Walk around it to make sure it is good and stable.			
Is the <u>ceiling</u> free from any damage? Is the paint even and free from bubbles or marks?			
Are any rails or fences on or around the deck sturdy and free from any damage?			
Are the electric sockets working properly, and are they the correct voltage?			
Are all lightbulb fittings correct and working?			
Do the light switches work?			
Grounds			
Is the driveway or any road on the property well-paved and free from damage?			
Are any paths or pavements well-fixed so that they are even and walkable? (Be sure to check the edges and sides of any pavement for cracks or damage)			
Has sand been filled into gaps of brick pavers?			
Do inclines on paths or walkways slope facing away from the building? (To prevent water from flowing towards it)			
If you have any <u>retaining walls</u> (walls that support the soil laterally), are they stable and secure?			
Are any fences around the property well-fixed, stable, and free from any damage?			

Item	Yes	No	Comments
External Utilities (Plumbing)			
Is all plumbing completed and are the pipes protected properly?			
Are any water tanks (bath, hot, or rain water) properly set and securely installed? Be sure to check the pipes connecting them, as well as their electric sockets or wires.			
Are any faucets located outside of the building working and free from damage?			
Are any covers for openings leading to sewage properly in place? (To avoid any accidents)			
External Utilities (Electric)			
Are the electric sockets working properly, and are they the correct voltage?			
Do outdoor sockets have appropriate cover?			
Are any lightbulb fittings correct and working?			
Do the light switches work?			

