

MODEL CHECKLIST

USE CHECKLIST TO INSPECT INTERIOR COMMON AREAS

Our Model Checklist can help you look for interior common area hazards. Staff members should use the checklist to remind them to inspect for these hazards regularly. It also provides a record of when common areas were last inspected. This can show state housing agency inspectors, or a court, that you are meeting your duty of care by inspecting your site regularly and correcting any hazards you find.

INTERIOR COMMON AREA INSPECTION CHECKLIST

Site & Building _____

Date _____ Inspected By _____

ENTRANCE & HALLWAYS

1. Carpets tacked down/floor tiles in good condition? Yes No

Date Repaired _____

Comments _____

2. Lights working? Yes No

Date Repaired _____

Comments _____

3. Clear of obstructions (e.g., boxes, bicycles)? Yes No

Date Repaired _____

Comments _____

STAIRWAYS

1. Steps free from wear and in good repair? Yes No

Date Repaired _____

Comments _____

2. Free from trip hazards (e.g., slippery, uneven)? Yes No

Date Repaired _____

Comments _____

3. Clear of obstructions (e.g., bicycles)? Yes No

Date Repaired _____

Comments _____

4. Railings in good repair? Yes No

Date Repaired _____

Comments _____

5. Lights working? Yes No

Date Repaired _____

Comments _____

EMERGENCY EXITS

1. Unlocked from the inside and free of obstructions? Yes No

Date Repaired _____

Comments _____

2. Well marked? Yes No

Date Repaired _____

Comments _____

3. Emergency lights working? Yes No

Date Repaired _____

Comments _____

FIRE PROTECTION EQUIPMENT

1. Smoke detectors and sprinklers working? Yes No

Date Repaired _____

Comments _____

2. Fire extinguishers inspected and accessible? Yes No

Date Repaired _____

Comments _____

ELEVATOR

Elevators working? Yes No

Date Repaired _____

Comments _____

OTHER

Item: _____

Date Repaired _____

Comments _____