

ITEM	Excellent/Complete	Good/Acceptable	Poor/Remediate	Immediate/Unacceptable	COMMENTS
PROPERTY EXTERIOR					
1	Driveways				
2	Bus Signs, Taxi Signs, etc.				
3	Sidewalks & Curbs				
4	Grating & Curbs				
5	Benches & Other Seating Areas				
6	Yards, Plazas, Courts, etc.				
7	Flagpoles				
8	Sculptures				
9	Fountains or Other Water Features				
10	Outdoor Railings				
11	Canopies				
12	Outdoor Tenant Areas				
13	Lighting				
14	Electric & Other Boxes				
PARKING LOT AND/OR STRUCTURE					
15	Paved Areas				
16	Painted Stalls, Including Handicap				
17	Roadway Condition				
18	Driving Path Arrows				
19	Parking Blocks				
20	Oil in Stalls				
21	Exterior Lighting				
22	Interior Lighting				
23	Trash Enclosures				
24	Entrances/Exit Gates				
25	Parking Booth				
26	Spikes				
27	Signage (Exit, Direction, etc.)				
28	Graphics				
29	Sprinkler System				
30	Fan Grates				
31	Stairwell Exit Signage				
32	Security System				
33	Rain Drains & Grates				
34	Elevator Lobbies				
LANDSCAPING					
35	Overall Curb Appeal				
36	Condition of Shrubs and Trees				
37	Condition of Flowers				
38	Condition of Lawn				
39	Weed Control				
40	Stone Sills				
41	Landscaping Lighting				
42	Irrigation Distribution				
43	Irrigation Time Clocks				
EXTERIOR FACADE AND ENTRY					
44	Entrance, Walk &/Or Stairs				
45	Handicap Entry				
46	Entrance Doors				
47	Storefronts				
48	Building Numerals				
49	Building Signage				
50	Painting				
51	Brickwork				
52	Metal Condition				
53	Overhangs and Cornices				
54	Glass Windows				
55	Window Spandrels				
56	Window Mullions				
57	General Caulking				

58	Frame & Wall Joints					
59	Coping					
60	Tuck Pointing					
61	Parapet Walls					
62	Exterior Building Lighting					
63	Loading Dock Doors					
64	Fire Service Connections					
MAIN LOBBY & VESTIBULES						
65	Flooring (Stone, Carpet, etc.)					
66	Floor Mats					
67	Interior Landscaping & Plants					
68	Bright Work (Metals, Glass, etc.)					
69	Walls (Paint, Fabric, Stone)					
70	Furnishings, Plants					
71	Art Work, Sculptures					
72	Elevator Call Buttons					
73	Elevator Doors					
74	Elevator Signs, Bells					
75	Directory					
76	General Signage					
77	Mailboxes & Chutes					
78	Vending					
79	Lighting					
80	Ceiling					
81	Communications System					
COMMON AREAS AND CORRIDORS						
82	Carpets					
83	Baseboard					
84	Wall Covering &/or Painting					
85	Fire Extinguishers					
86	Drinking Fountains					
87	Suite Signage					
88	Suite Directory Signage					
89	Tenant/Building Doors					
90	Magnetic Fire Doors					
91	Elevator Doors					
92	Trash Receptacles					
93	Ash Urns					
94	Exit Signs					
95	Ceiling System (Grid/Tile, etc.)					
96	Lighting (Ceiling, Exit, etc.)					
97	Smoke Detectors and Strobes					
98	Mail Slots					
99	Telephone Rooms					
100	Electrical Rooms					
101	Janitorial Closets					
102	Freight Elevator Lobbies					
RESTROOM AND RESTROOM VESTIBULES						
103	Floor					
104	Floor Drain					
105	Plumbing Hardware					
106	Wainscot					
107	Paint					
108	Walls					
109	Fixtures					
110	Countertops					
111	Mirrors					
112	Paper & Soap Dispensers					
113	Trash Receptacles					
114	Partitions					
115	Doors & Frames					
116	Signage					
117	Lighting					

118	Ceilings					
STAIRWELLS						
119	Tread & Landings					
120	Painted Walls					
121	Handrails					
122	Fire Risers & Valves					
123	Doors & Hardware					
124	Signage					
125	Emergency Lighting					
126	Regular Lighting					
127	Painted Ceilings					
ELEVATORS						
128	Flooring					
129	Side Walls, Panels					
130	Doors, Inside and Out					
131	Railings, Fittings					
132	Communication System					
133	Security Access System					
134	Maier Siebel Baber Sign					
135	Inspection Card					
136	Push Buttons, Panel					
137	Elevator Numerals					
138	Emergency Communications					
139	Ceiling					
140	Lighting					
SECURITY SYSTEM						
141	Guard Appearance					
142	Entry Doors & Glass					
143	Public Phone Areas					
144	Fire Extinguishers					
145	Camera Surveillance System					
146	Enunciation System					
147	Alarm System					
148	Radio System					
JANITORIAL OFFICE/SUPPLY ROOM						
149	Supplies W/Inventory Log					
150	Room Secured					
151	Access Keys Lock-Box					
152	Changing Facilities					
153	Signage					
ENGINEER'S OFFICE						
154	Organization					
155	Signage					
156	Door					
157	Lighting					
158	Spare Parts with Inventory					
159	Tools					
160	Preventative Maintenance Program					
161	Blueprints					
162	Daily Work Program Log					
163	OSHA/AQMD File & Forms					
164	MSDA Program					
165	First Aid Supplies					
166	Fire Extinguishers					
TENANT STORAGE AREAS						
167	Spaces Secured					
168	Lighting					
169	Signage					
LOADING DOCK						
170	Trash (Receptacles, Compactor)					
171	Lighting					
172	Fire Extinguishers					
173	Signage					

174	Bumper Guards					
175	Roll-Down Doors					
176	Concrete/Asphalt Surfaces					
177	Hose Bibs					
MECHANICAL AREAS:						
ELEVATOR ROOMS						
178	Painted Surfaces					
179	Floors					
180	Warning Signs, Labels					
181	Lubricants					
182	Parts Stock					
183	Ventilation/Exhaust					
ELEVATOR MOTOR ROOMS						
184	(Motor & Controllers)					
185	Commutators					
186	Brushes					
187	Contacts					
188	End Play, Vibrations					
189	Brakes					
190	Sheaves					
191	Cables					
192	Intercom System					
ROOF						
193	Roof Surface					
194	Flashings					
195	Gutters					
196	Bulkheads & Roof Structures					
197	Skylights					
198	Vents					
199	Louvers					
200	Parapets					
201	Drains/Scuppers					
202	Chimneys, Flues, Stacks					
203	Railings, Steps, Gratings					
204	Expansion Joints					
205	Antennas and Dishes					
206	Pitch-Pockets					
207	Staging Equipment					
208	Warning Lights					
209	Walkboards					
210	Stairwell Entry					
211	Exposed Duct Work					
212	Package A/C Units & Supports					
213	Cooling Tower					
214	Eleventh Penthouse					
215	Fire Service Connections					
216	Other Roof Structures					
TANKS						
217	Painted Surfaces					
218	Supporting Structure					
219	Hoops					
220	Access Door					
221	Tank Cover					
222	Ladder					
223	Piping, Covering					
224	Electrical Switches					
225	Glasses					
226	Valves, Gauges					
227	Air Compressor					
228	Alarms					
229	Fill Pumps					
WATER TREATMENT						
230	Storage of Chemicals					

231	Pumps					
232	Tanks					
233	Chemical Log					
COOLING TOWER						
234	Painted Surfaces					
235	Supporting Structure					
236	Ladders					
237	Floats, Make-Up System					
238	Alarm, Controls					
239	Fans (Blades, Hub)					
240	Gearboxes					
241	Shafts, Couplings					
242	Belts, Bearings					
243	Upper Deck Structure					
244	Cowlings, Screens					
245	Louvers					
246	Pan					
247	Fan Switches, Conduit					
248	Chemical Fan Equipment					
249	Nozzles, Balancing Valves					
HEATING/BOILERS						
250	Refractory					
251	Tubes					
252	Breeching					
253	Controls/Safeties					
254	Burners					
255	Pump					
256	Piping/Strainers					
257	Gauges/Valves					
258	Heaters (Oil, Water ph)					
259	Insulation/Covering					
260	Blow-Off Pit					
261	Steam Line Insulation					
262	Fire Box					
263	Extinguishers					
264	Records					
DOMESTIC HOT WATER						
265	Storage Tank					
266	Heater with Generator					
267	Controls/Thermometers					
268	Circulating Pumps					
269	Safeties					
270	Signage and Tags					
VESSELS (Expansion Tanks, etc.)						
271	Supports/Hangers					
272	Sight Glass					
273	Auto/Manual Fills					
274	Overflow					
275	Alarms					
276	Piping, Valves					
277	Signage and Tags					
SUMP PUMPS						
278	Controls					
279	Alarms					
280	Pumps					
281	Piping					
282	Valves					
283	Signage and Tags					
SEWAGE PITS						
284	Odors					
285	Controls, Alarms					
286	Pumps					
287	Piping/Valves					

288	Signage and Tags					
STEAM PRV STATIONS						
289	Operation					
290	Pressure Alarms					
291	Strainers, Gauges					
292	Valves					
FAN SYSTEMS/ROOMS						
293	Filters, Frames					
294	Coils					
295	Piping					
296	Valves					
297	Gauges, Thermometers					
298	Draft Gauges					
299	Covering, Insulation					
300	Motors					
301	Belts, Guards					
302	Sheaves					
303	Controls, Switches					
304	Bearings					
305	Dampers, Damper Motors					
306	Vibration/Noise Isolation					
307	Plenums (Cleanliness)					
308	Plenum Lighting					
309	Plenum Doors, Seals					
310	Safety Guards					
311	Signage and Tags					
PUMPS						
312	Seals					
313	Strainers					
314	Separators, Filters					
315	Glands, Packing					
316	Couplings, Guards					
317	Bearings					
318	Gauges, Trim					
319	Valves					
320	Switches, Starters					
321	Alarms, Flow Switches					
322	Controls					
323	Vibration/Noise Isolation					
324	Insulation					
325	Motor/Motor Connections					
326	Base, Drains					
AIR CONDITIONING PLANT						
327	Compressors					
328	Vanes					
329	Oil Coolers					
330	Oil Filters					
331	Coupling					
332	Geared Speed Increaser					
333	Purge Unit					
334	Drive Motor					
335	Insulation/Covering					
336	Valves, Piping					
337	Thermometers, Gauges					
338	Refrigeration Condenser					
339	Refrigeration Evaporator					
340	Refrigerant (in Compliance)					
341	Economizer/Floats					
342	Tachometer					
343	Control Systems					
344	Alarms, Safeties					
345	Pump Out Compressor/Receiver					
346	Emergency Stop Switches					

347	Painted to OSHA Standards					
348	ID to OSHA Standards					
349	Valve Tags					
350	Fire Extinguishers					
351	Motor Control Disconnects					
PNEUMATIC CONTROL CENTER						
352	Panel					
353	Indicating Lamps					
354	Alarms					
355	Recorders, Charts					
AIR COMPRESSORS, CONTROL SYSTEMS						
356	Belts					
357	Lubricant Level					
358	Storage Tank					
359	After Coolers					
360	Dryers					
361	Filters					
362	Gauges					
363	PRV Stations					
364	Timing of Operation RUN-OFF					
365	Safety Guard					
EMERGENCY STANDBY GENERATOR						
366	Batteries					
367	Lubricant Levels					
368	Anti-Freeze					
369	Paint					
370	Base, Vibration/Isolation Pads					
371	Automatic Transfer Switch					
372	Manual Switches					
373	"Kirk" Keys					
374	Communications System					
375	Log					
376	Fire Extinguishers					
SPRINKLER SYSTEMS						
377	Air Compressors					
378	Flow Alarms, Panel					
379	Water Meter					
380	Spare Heads, Wrench					
STANDPIPE SYSTEM						
381	Fire Pump & Controller					
382	Intercom System					
383	Battery					
384	Riser Control Valves					
385	Hoses, Nozzles, Cabinets					
ELECTRICAL SWITCHBOARD ROOM						
386	Painted Surfaces					
387	Switch Gear Panels					
388	Remote Disconnect Switch					
389	Ventilation Exhaust					
390	Spare Fuses, Parts					
391	Lighting					
392	Warning Signs					
393	Safety Equipment					
394	Safety Mats					
MECHANICAL ITEMS-MISC.						
395	Inter-Building Phone System					
396	Appearance of M.E. Rooms					
397	Packaged A/C Units					
398	Main Sewage Traps					
399	Tenant Utility Meters					
400	Work Shop Areas (Orderly)					
401	Fuel Storage Tanks					
402	Coal Chutes					

403	Coal Bins					
404	Cleanliness-Work Areas					
405	Equipment Name Plates					
WATER SOFTENERS						
406	Sand Filters					
407	Valves					
408	Differential Gauges					
409	Filter Tank					
ENGINEERING PERSONNEL						
410	Uniforms					
411	Certification					