

FACILITY CONDITION SURVEY

INSTRUCTIONS: Those assigned to conduct this survey should do so along with the facility users responsible for maintenance. Examine the entire property including each building to determine the current condition. Determine if an established maintenance program and required safety inspections are being carried out according to an established schedule. Identify any areas of concern, especially safety hazards, provide a clear description in the "Follow-up Points" section, and indicate who is responsible for prompt correction. Discuss the results of this survey and follow-up points with the facility oversight and leave a copy with them. In the case of Kingdom Halls, this should be done with the congregation's body of elders. The companion document *Life-Cycle Analysis* (DC-97) form should be completed in conjunction with this survey. The completed DC-96 and DC-97 documents should be sent to the Local Design/Construction Department (LDC).

PROPERTY DESCRIPTION

Address: _____
Primary Use: _____ WHQ Number: _____
Evaluated By: _____ Survey Date: _____

FACILITY

1. Briefly describe the number and size of buildings and property being maintained. _____
2. Are there any aspects of the facility that are maintenance intensive? If so, please describe. _____
3. What is the *overall* condition of the site and facilities? _____
4. Are the facilities and property being effectively utilized for the intended theocratic purpose? _____

MAINTENANCE PROGRAM

5. Have all follow-up points from the previous survey been completed? If not, please explain. _____
6. Are preventative maintenance tasks and safety inspections being done as scheduled by a maintenance program? If not, please explain. _____
7. Are efforts being made to use and train local volunteers to support the program? _____
8. Is additional maintenance instruction or training needed? If so, what is recommended? _____

GENERAL OBSERVATIONS

9. Has available facility oversight reviewed this survey and are they in agreement with its findings? If not, please explain. _____
10. Has a record been kept locally of replacements (partial or full) of any facility elements since the last survey, and have these replacements been reported and noted on the DC-97? _____

OTHER

11. Are property ownership documents in order? _____
12. Are all property usage permits current? _____

SAFETY CHECKLIST

If there is a deficiency in any of the items listed, the box should not be checked and the specific issue should be listed as a follow-up point along with a recommended solution and who is responsible for follow-up. If the item is not applicable, simply check the box to indicate that it has been reviewed.

Fire Safety

- Are fire extinguishers located at main exits and all other places required by law, and tagged with annual proof of service.
- Are fire hose or sprinkler systems in good working condition?
- Are smoke alarms fully functional?
- Do dwelling-unit kitchens have smoke detectors? Have ovens, hoods, ducts, and filters been cleaned of grease and dirt?
- Has the emergency lighting been tested and found to be working?
- Are all exits free of obstructions and marked with properly illuminated signs?
- Do exit doors operate easily with panic hardware (if required) that is never disconnected when the building is occupied?
- Is the storage of flammable paints or liquids kept to a minimum and in sealed metal containers? Confirm that no flammable cleaning fluids are being used or stored.
- Are electrical closets, mechanical rooms, and the attic free of combustible materials including gas-powered tools or equipment?
- Are heating flues properly isolated from combustible materials and regularly serviced by competent personnel?
- Have the boiler or hot-water heater been inspected by a licensed inspector, if legally required, and found to be safe?
- Is a valid Certificate of Occupancy and/or Place of Public Assembly permit (if required) posted?

Slip/Trip and Fall Prevention

- Do stairs and ramps have anti-slip surfaces? Are handrails provided and securely fastened?
- Are glass doors, sidelights, and full-length windows shatterproof or of safety glass material?
- Are mops and "wet floor" signs on hand to care for spills or water brought in by footwear, for cleaning bathrooms, and other hard floor surfaces?
- Are entry floor mats in good condition without curled-up edges and fixed in a position so as not to slide around?
- Are outside walking areas (e.g., parking lot, sidewalks) in good condition and free of holes or tripping hazards?
- Are uneven surfaces (e.g., steps near doors or sidewalks) marked with contrasting colors or another method of warning pedestrians of the danger of falling?
- Is the exterior lighting adequate in all walking areas, including the parking lot?
- Are supplies and proper equipment on hand to keep walkways and parking areas free of ice and snow in cold weather?

General Loss Prevention

- Are cleaning compounds and other hazardous chemicals safely stored out of reach of young children?
- Are the entire grounds free of holes, wires, or other hazards that could cause injury, even to uninvited visitors after dark?
- Are roofs, roof drains, and gutters in good repair and cleaned so they function properly, with no signs of leaks?
- Are basements, interior surfaces of exterior walls, ceilings, bathrooms, and other areas where moisture could accumulate and cause damage, free of any signs of moisture problems?
- Has an annual termite inspection been performed? (Not necessary if there are no structural wood components.)
- Have carbon monoxide and radon alarms been checked and function properly? (If required in the building or dwelling unit.)

FOLLOW-UP POINTS

Please specify who is to follow on each point. Add lines as needed.

Item	Issue	Recommended solution	User	LDC
1.				
2.				
3.				