

# DFCM FACILITIES INSPECTION



**division of  
Facilities Construction  
and Management**

Agency   
Facility

Category	Item Description	Item Done?	Documentation Provided	Ref. Docs.	Additional information for items in progress or planning or items marked "No" or "N/A"
<b>1.0 - Documentation &amp; Reporting</b>					
<b>1.1</b>	<b>Architectural and Mechanical</b>			1	
1.1.1	O&M Manuals were provided when requested (can be electronic)				
1.1.2	Building drawings were provided when requested (can be electronic)				
1.1.3	As-builts and O&Ms for recent renovations were provided when requested (can be electronic)				
1.1.4	Stored copies of all building documentation archived				
<b>1.2 O&amp;M Reporting</b>					
1.2.1	O&M data was reported to DFCM for the building being audited				
1.2.2	An FCA completed in the last 5 years is available for the building being audited, or a plan can be provided of when it will get a Facility Condition Assessment if added to the program in 2020.				
<b>2.0 - Equipment Tagging</b>					
2.1	Asset labeling in place on all building equipment				
2.2	All equipment nameplate data collected in CMMS				
<b>3.0 - CMMS</b>					
3.1	CM, RM, PM, etc. information collected in CMMS				
3.1.1 - 3.3	*see Facilities Maintenance Standards for required information*				
<b>4.0 - Life Safety</b>					
<b>4.1</b>	<b>Elevators</b>			2	
4.1.1	All elevators shall receive regular inspections and maintenance by certified elevator maintenance provider. Records of such maintenance shall be maintained at the site.			3	
4.1.2	Telephones within elevators shall be checked monthly or monitored externally for proper operation			4	
4.1.3	All elevators will have a Permit to Operate and it shall be posted near the elevator equipment.			5	
<b>4.2</b>	<b>Fire Protection Equipment</b>			6	
4.2.1	Fire protection equipment shall comply with State Fire Code and R7-10 Rules			7	
4.2.2	Detection and Notification Systems Inspections			8	
4.2.2.1	Detection and Notification Systems Testing			9	
4.2.2.2	Halon/Ansul or pre-action systems shall be inspected and tested			10	
4.2.2.3	Fire extinguishers inspected monthly			11	
4.2.2.4	Automatic fire sprinkler systems, standpipes and fire pumps inspected			12	
4.2.2.5	Automatic fire sprinkler systems, standpipes and fire pumps 5 year internal inspection			13	
4.2.2.6	Kitchen hoods cleaned professionally			14	

# DFCM FACILITIES INSPECTION

4.2.2.7	Uninterruptible power supplies inspected; Facilities owned			15	
4.2.2.8	Emergency directional and exit devices			16	

Category	Item Description	Item Done?	Documentation Provided	Ref. Docs.	Additional information for items in progress or planning or items marked "No" or "N/A"
<b>5.0 - MEP</b>					
<b>5.1 Hot Water and Steam Boilers</b>					
				17	
5.1.1	Daily monitoring (in person or through BAS) and includes pressures, temperatures, water levels, condition of makeup and boiler feed water, and name of technician if in person.				
5.1.2	Low water cut off checked at beginning of heating season			18	
5.1.3	Low water cut off checked quarterly during heating season after initial check			19	
5.1.4	Boiler relief valve tested annually			20	
5.1.5	All hot water and boilers shall receive inspections and certification as required from an authorized state agent or insurance inspector and maintained at boiler or provided when requested			21	
5.1.6	Appropriate water treatment program is in place and documentation available			22	
5.1.7	Boiler make up water is metered and readings recorded or monitored in the BAS.			23	
<b>5.2 Chillers</b>					
				24	
5.2.1	Daily monitoring (in person or through BAS) and include . chilled water supply and return temperature, condenser water supply and return temperature, current draw, outside air temperature, oil level and pressure, etc.) should be kept, and the information trended to identify changes in the system operation; the causes should then be determined and corrected to prevent possible system damage.				
5.2.2	Leak checks performed quarterly and once during winter				
5.2.3	Annual inspection completed by factory trained tech including an oil analysis				
5.2.4	If refrigerant added - amount, cause and repair documented in CMMS				
5.2.5	Cooling towers shall be checked weekly for algae growth and scaling; appropriate treatment administered			25	
<b>5.3 RTUs/Package Units/AHUs</b>					
				26	
5.3.1	Annual PMs complete for tightening belts, motor oil, leak checks, clean evaporator pans and drains, outside air dampers, economizers.			27	
5.3.2	A filter maintenance schedule is established and a record of filter changes maintained.				
<b>5.4 Small Refrigerated Equipment</b>					
				28	
5.4.1	Annually clean condenser and evaporator coil				
5.4.2	Annual inspection and repairs if needed				
<b>5.5 OTH Plumbing</b>					
				29	
5.5.1	Backflow preventers tested annually by a registered and certified technician and documentation available			30	
5.5.2	Cross-connection control shall be provided on any water operated equipment or mechanism using water treating chemicals or substances that may cause pollution or contamination of domestic water supply			31	
5.5.3	Water system with storage water heating equipment has UL listed, correctly sized temperature and pressure relief valve, drainage piping and is seismically strapped.			32	
5.5.4	Pressure vessels tested annually and documentation available.			33	

# DFCM FACILITIES INSPECTION

Category	Item Description	Item Done?	Documentation Provided	Ref. Docs	Additional information for items in progress or planning or items marked "No" or "N/A"
5.6	<b>Electrical</b>			34	
5.6.1	Emergency generators shall be exercised at least monthly and recorded and a PM in the CMMS. Transfer switches shall be exercised monthly when practical and when this will not create adverse operational effects. At least yearly, the transfer from outside power to emergency power shall be scheduled and successfully performed or simulated as specified in NFPA 110, Ch. 8.4.2.3. or as allowed by DAQ regulations. An unexpected outage can be counted to meet this requirement if the outage is documented and verified via the CMMS. Notes shall reflect date/time/reason/repairs.			35	
5.6.2	Electrical panels have annual thermal scan and documentation is available.			36	
5.6.3	Electrical panels have 3 foot clearance			37	
5.6.4	Electrical panels shall be labeled/identified			38	
5.6.5	Electrical panels shall not have missing breakers or missing filler plates. All panel covers, both internal and external, shall be secured.			39	
5.6.6	Panels in public areas shall be locked.			40	
5.6.7	Electrical rooms shall not be used for storage				
5.6.8	Pull boxes, junction boxes, electrical termination boxes shall have proper covers			41	
5.6.9	Breakers and disconnects are labeled with area or equipment being served			42	

## 6.0 - Indoor Air Quality & Energy Management

6.1	<b>Indoor Air Quality</b>			43	
6.1.1	Indoor air quality is maintained by providing minimum air flows as demonstrated by showing a trend log for the past month from BAS.			44	
6.2	<b>Energy Management</b>			45	
6.2.1	All individual building utilities shall be metered, gas, water, electric, BTUs.			46	
6.2.2	The utility data is available through a BAS, a stand-alone energy management system, or by an electronic log of the utility bills.				
6.2.3	Based on the ongoing analysis of energy usage and FCAs, appropriate energy conservation measures shall be budgeted for, implemented, and the resulting energy savings documented. It is understood that and energy savings project for each facility is not feasible every year, but a history of past energy savings projects in the past 5 years should be provided.			47	

## 7.0 - Additional Resources

7.1	Reference Facilities Maintenance Standards				
7.2	Reference Facilities Maintenance Standards				
7.3	Additional Resources -Documentation not required; Y or N			48	
7.3.1	Hazardous Materials Management Plan				
7.3.2	Asbestos Control and Management Plan				

# DFCM FACILITIES INSPECTION

7.3.3	Laboratory Hygiene Plan				
7.3.4	Lockout/Tagout Procedure for Performing Maintenance				
7.3.5	Bloodborne Pathogen Program				
7.3.6	Emergency Management Plan				
7.3.7	Respirator Program				
7.3.8	Hearing Conservation Program				
7.3.9	Confined Space Permit Program				
7.3.10	Lead Exposure Program				
7.3.11	Trenching Standard				