



Agency
 Facility

Category	Item Description	Item Done?	Documentation Provided	Additional information for items in progress or planning or items marked "No" or "N/A"
1.0 - Documentation and Reporting				
1.1. As-Built Drawings and Operations and Maintenance Manuals				
	1.1.1. O&M Manuals present (electronic/hard copy).			
	1.1.2. As-built drawings present (architectural, mechanical, electrical).			
	1.1.3. Mechanism for updating as-built drawings.			
	1.1.4. Periodic review of as-built drawings.			
	1.1.5. Archived building documentation.			
	1.1.6. Customer service surveys available onsite.			
1.2. O&M Cost Reporting				
	1.2.1. Current/accurate O&M costs reported (3,000 GSF+ or campus level).			
	1.2.2. O&M reports contain direct/indirect costs, adjusted for inflation.			
1.3. Facility Condition Assessment (FCA)				
	1.3.1. FCA completed within five-year rotation.			
2.0 - Equipment Database and Tagging				
	2.1. Unique equipment numbering system and tags.			
	2.2. Equipment nameplate data collected/filed in CMMS.			
	2.3. QR/Barcode asset tags installed during FCAs.			
3.0 - Computerized Maintenance Management Systems (CMMS)				
3.1. Corrective Maintenance				
	3.1.1. Problems reported/logged in CMMS.			
	3.1.2. CMMS captures request details (date, category, priority, description, assignment, cost, completion, notes)			
	3.1.3. Maintenance backlogs reviewed; older requests processed (notes for delays > 30 days).			
	3.1.4. Priority system for corrective maintenance established/followed.			
3.2. Preventive Maintenance				
	3.2.1. CMMS used for automated PM scheduling.			
	3.2.2. All specified equipment on computer-based PM schedule.			
	3.2.3. HVAC filter maintenance schedule/records.			
	3.2.4. PM work orders issued/documentated.			
	3.2.5. Emergency generators test run monthly, transfer yearly; records maintained.			
	3.2.6. Interior/exterior spaces clean, accessible, organized.			



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3.3 Contractor Maintenance				
	3.3.1. Contractor work recorded (CMMS or reviewable process); invoices available.			
4.0 Boilers				
4.1. Steam Boilers				
	4.1.1. Daily checks when operational (or automated system).			
	4.1.2. Low water cut-off devices checked (heating season start, quarterly).			
	4.1.3. Boiler relief valves tested annually.			
	4.1.4. Test records maintained near boiler.			
	4.1.5. Daily log of operating parameters maintained.			
4.2. Hot Water and Steam Boilers				
	4.2.1. All boilers 200,000 BTUs+ inspected/certified; certificate maintained at the boiler.			
	4.2.2. Monthly boiler water pH/TDS tests logged and maintained in the boiler room.			
5. Life Safety				
5.1. Elevators				
	5.1.1. Regular inspections/maintenance by certified contractors; records onsite.			
	5.1.2. Elevator telephones checked monthly.			
	5.1.3. Current Permits to Operate posted/available.			
5.2. Fire Protection Equipment				
	5.2.1. Detection/notification systems inspected annually, tested semi-annually; records/tags.			
	5.2.2. Halon/Ansul pre-action systems inspected/tested semi-annually; documented.			
	5.2.3. Fire extinguishers inspected monthly, tagged annually.			
	5.2.4. Automatic fire sprinkler systems/standpipes/fire pumps inspected annually; tags completed.			
5.3. Uninterruptible Power Supply (UPS)				
	5.3.1. UPS systems inspected/tested; maintenance documented.			
5.4. Emergency Directional and Exit Devices				
	5.4.1. Inspected quarterly for proper operation.			
5.5. Intrusion Alarm Systems				
	5.5.1. Tested monthly for proper operation.			



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6. Air Conditioning and Refrigerated Equipment				
6.1. Chillers				
	6.1.1. Daily/computerized log of data kept/trended.			
	6.1.2. Leak-checked quarterly (operating season), once (winter).			
	6.1.3. Annual service inspection by qualified technician (oil analysis).			
	6.1.4. Leakage < 15% annual charge.			
	6.1.5. Refrigerant additions documented (amount, cause, repairs).			
	6.1.6. Adequate CFC refrigerant supply maintained.			
	6.1.7. EPA certification for CFC/HCFC work.			
	6.1.8. Cooling water systems visually checked weekly for algae/scaling; treated.			
6.2. Roof Top and Package Units				
	6.2.1. Condenser/evaporator coils checked/cleaned annually.			
	6.2.2. Annual PM: tighten belts, oil motors, leak check, clean pans/drains.			
	6.2.3. Filters checked quarterly and replaced as necessary			
6.3. Small Refrigerated Equipment				
	6.3.1. Condenser coil cleaned annually.			
	6.3.2. Condenser fan motor oiled annually; visual inspection/repairs.			
7. Plumbing				
	7.1. Backflow Prevention Devices tested annually; documentation filed/onsite.			
	7.2. Cross-connection control provided.			
	7.3. Water heating equipment has approved, UL listed, sized T&P relief valve; seismically strapped.			
	7.4. Pressure vessels tested annually; certificates current/available.			
	7.5. Backflow prevention device tag current.			
8. Electrical Systems				
	8.1. Thermal-scan test biennially for panels/transformers; results documented.			
	8.2. Three-foot clearance around panels; electrical rooms not for storage.			
	8.3. Electrical panels properly labeled.			
	8.4. Pull/junction/termination boxes have covers; accessible panels locked.			
	8.5. Only qualified personnel work on electrical equipment.			



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9. Roofing				
	9.1. Inspected spring/fall/after major storms; recorded in CMMS.			
	9.2. Roofs free of debris.			
	9.3. Ponding water corrected.			
	9.4. All equipment permanently mounted.			
	9.5. Roof warranty information available.			
	9.6. Roof access secure.			
	9.7. Inspections include exterior cladding.			
10. Paving				
	10.1 Parking lots, sidewalks, curbs, gutters, storm drains, ADA ramps inspected annually; recorded in CMMS.			
	10.2 Areas clean and free of debris.			
	10.3. Striping visible/good condition.			
	10.4. ADA compliant signage installed/good repair.			
	10.5. Handrails stable/good repair.			
	10.6. Manhole/valve box covers installed/good repair.			
	10.7. Parking bumper blocks secure/good repair.			
	10.8. Parking lot lighting in working condition.			
11. Hazmat				
	11.1 Hazmat survey conducted/onsite for relevant activities.			
12. Grounds				
	12.1. Grounds maintained with clean appearance (mowing/weeding).			
	12.1.1. All outdoor irrigation systems are maintained and regularly inspected for leaks			
	12.1.2. All turfgrass irrigation schedules shall comply with current recommendations established by the Department of Natural Resources Division of Water Resources.			
13. Building Inspections				
13.1. General				
	13.1.1. Inspections after significant events.			
	13.1.2. Engineers engaged for concerns; losses reported to Risk Management.			
13.2. Post-Earthquake Inspection				
	13.2.1. Qualified engineer inspection for damage.			
	13.2.2. Thorough examination by personnel (4.0+ magnitude, within a 25-mile radius of the epicenter).			
	13.2.3. Qualified engineer retained for apparent damage assessment			
	13.2.4. ATC-20 Protocol assessment for declared emergencies; placarding the building with instructions regarding the potential for re-occupancy.			



DFCM FACILITIES INSPECTION

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14. Preventative Maintenance Audit and Inspections				
	14.1. Detailed/comprehensive maintenance audit every 2 years (HVAC filters, cleanliness, PM programs, condition, ADA, janitorial, grounds, customer survey).			
15. Indoor Air Quality and Energy Management				
	15.1. IAQ maintained within ASHRAE, OSHA, State guidelines.			
	15.2. Building utility costs metered/reported annually (Oct. 1); available onsite.			
	15.3. Energy conservation measures budgeted/implemented/documented.			
16. Additional Resources				
	16.1. SDS			
	16.2. Lead/Asbestos Control and Management Plan			
	16.3. Laboratory Hygiene Plan			
	16.4. Lockout/Tagout Procedure for performing maintenance			
	16.5. Blood Borne Pathogen Program			
	16.6. Emergency Management Plan			
	16.7. Respirator Program			
	16.8. Hearing Conservation Program			
	16.9. Confined Space Permit Program			
	16.10. Hot Works Permit Program			