

Health and Safety Inspections & Maintenance Checklist

Gordon Commons _____

Date Completed: _____ Staff Member: _____

Location	Condition	Location	Condition	Location	Condition
1 st Floor Lobby		2 nd Floor Lobby		3 rd Floor Lobby	
Entrance Doors		Entrance Doors		Entrance Doors	
Entrance Windows		Entrance Windows		Entrance Windows	
Fire Extinguisher		Fire Extinguisher		Fire Extinguisher	
Smoke Detectors		Smoke Detectors		Smoke Detectors	
Exit Sign		Exit Sign		Exit Sign	
Exit Doors		Exit Doors		Exit Doors	
Lights		Lights		Lights	
Ceilings		Ceilings		Ceilings	
Floors		Floors		Floors	
Walls		Walls		Walls	
Furniture		Furniture		Furniture	
Laundry Room		Laundry Room		Laundry Room	
Bathroom		Bathroom		Bathroom	
Multi-Purpose		Multi-Purpose		Multi-Purpose	
Computer Lab		Computer Lab		Computer Lab	
Television		Television		Television	
Vending Machine		Vending Machine		Vending Machine	
Stairwell		Stairwell		Stairwell	
Elevator		Elevator		Elevator	

Notes:

Suite & Bedroom Condition

Condition Code: E – Excellent, S – Satisfactory, NI – Needs Improvement, U – Unacceptable

Location	111A	111B	111C	111D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	112A	112B	112C	112D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	113A	113B	113C	113D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	116A	116B	116C	116D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	117A	117B	117C	117D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							

Location	118A	118B	118C	118D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	119A	119B	119C	119D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	120A	120B	120C	120D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	121A	121B	121C	121D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	124A	124B	124C	124D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	125A	125B	125C	125D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	126A	126B	126C	126D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	210A	210B			Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	211A	211B	211C	211D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	212A	212B	212C	212D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	213A	213B	213C	213D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	216A	216B	216C	216D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	217A	217B	217C	217D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	218A	218B	218C	218D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	219A	219B	219C	219D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	220A	220B	220C	220D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							

Location	221A	221B	221C	221D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	224A	224B	224C	224D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	225A	225B	225C	225D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	226A	226B	226C	226D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	227A	227B			Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	310A	310B			Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	311A	311B	311C	311D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	312A	312B	312C	312D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	313A	313B	313C	313D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	316A	316B	316C	316D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	317A	317B	317C	317D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	318A	318B	318C	318D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	319A	319B	319C	319D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	320A	320B	320C	320D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	321A	321B	321C	321D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	324A	324B	324C	324D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							

Location	325A	325B	325C	325D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	326A	326B	326C	326D	Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							
Location	327A	327B			Bathrooms	Living Room/Kitchenette	Comments/Sanctions
Condition							

Work Orders: _____

Follow-Ups: _____

Notes: _____

 Resident Director's Signature

 Date