

Health and Safety Inspections & Maintenance Checklist

Melton Hall

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:

Bedroom Condition

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

Location	104	104	Comments/Sanctions	Location	105	105	Comments/Sanctions
Condition				Condition			
Location	106	106	Comments/Sanctions	Location	107	107	Comments/Sanctions
Condition				Condition			
Location	108	108	Comments/Sanctions	Location	109	109	Comments/Sanctions
Condition				Condition			
Location	110	110	Comments/Sanctions	Location	111	111	Comments/Sanctions
Condition				Condition			
Location	114	114	Comments/Sanctions	Location	115	115	Comments/Sanctions
Condition				Condition			

Location	116	116	Comments/Sanctions	Location	117	117	Comments/Sanctions
Condition				Condition			
Location	118	118	Comments/Sanctions	Location	119	119	Comments/Sanctions
Condition				Condition			
Location	120	120	Comments/Sanctions	Location	121	121	Comments/Sanctions
Condition				Condition			
Location	122	122	Comments/Sanctions	Location	123	123	Comments/Sanctions
Condition				Condition			
Location	124	124	Comments/Sanctions	Location	125	125	Comments/Sanctions
Condition				Condition			
Location	202	202	Comments/Sanctions	Location	203	203	Comments/Sanctions
Condition				Condition			
Location	204	204	Comments/Sanctions	Location	205	205	Comments/Sanctions
Condition				Condition			
Location	206	206	Comments/Sanctions	Location	207	207	Comments/Sanctions
Condition				Condition			
Location	208	208	Comments/Sanctions	Location	209	209	Comments/Sanctions
Condition				Condition			
Location	212	212	Comments/Sanctions	Location	213	213	Comments/Sanctions
Condition				Condition			
Location	214	214	Comments/Sanctions	Location	215	215	Comments/Sanctions
Condition				Condition			
Location	216	216	Comments/Sanctions	Location	217	217	Comments/Sanctions
Condition				Condition			
Location	218	218	Comments/Sanctions	Location	219	219	Comments/Sanctions
Condition				Condition			
Location	220	220	Comments/Sanctions	Location	221	221	Comments/Sanctions
Condition				Condition			
Location	222	222	Comments/Sanctions	Location	223	223	Comments/Sanctions
Condition				Condition			

Location	230	230	Comments/Sanctions	Location	231	231	Comments/Sanctions
Condition				Condition			
Location	232	232	Comments/Sanctions	Location	233	233	Comments/Sanctions
Condition				Condition			
Location	234	234	Comments/Sanctions	Location	235	235	Comments/Sanctions
Condition				Condition			
Location	302	302	Comments/Sanctions	Location	303	303	Comments/Sanctions
Condition				Condition			
Location	304	304	Comments/Sanctions	Location	305	305	Comments/Sanctions
Condition				Condition			
Location	306	306	Comments/Sanctions	Location	307	307	Comments/Sanctions
Condition				Condition			
Location	308	308	Comments/Sanctions	Location	309	309	Comments/Sanctions
Condition				Condition			
Location	312	312	Comments/Sanctions	Location	313	313	Comments/Sanctions
Condition				Condition			
Location	314	314	Comments/Sanctions	Location	315	315	Comments/Sanctions
Condition				Condition			
Location	316	316	Comments/Sanctions	Location	317	317	Comments/Sanctions
Condition				Condition			
Location	318	318	Comments/Sanctions	Location	319	319	Comments/Sanctions
Condition				Condition			
Location	320	320	Comments/Sanctions	Location	321	321	Comments/Sanctions
Condition				Condition			
Location	322	322	Comments/Sanctions	Location	323	323	Comments/Sanctions
Condition				Condition			
Location	330	330	Comments/Sanctions	Location	331	331	Comments/Sanctions
Condition				Condition			
Location	332	332	Comments/Sanctions	Location	333	333	Comments/Sanctions
Condition				Condition			

Location	334	334	Comments/Sanctions	Location	335	335	Comments/Sanctions
Condition				Condition			

Work Orders: _____

Follow-Ups: _____

Notes: _____

 Resident Director's Signature

 Date