

# Basic Maintenance & Inspection Checklist for Staff

## Recognizing Early Signs of Wear

- Test doors daily to ensure they latch and close properly.
- Listen for unusual sounds in equipment (grinding, squeaking, rattling).
- Inspect cords, cables, and hinges for fraying, cracks, or looseness.

## Documenting Maintenance Checks

- Use the standardized facility checklist during every inspection.
- Record all findings in the shared log (digital or physical).
- Flag urgent issues right away through the designated reporting process.
- Review logs regularly to spot recurring or escalating problems.

## Understanding Compliance Basics

- Verify all fire doors close, latch, and are free of obstructions.
- Confirm accessibility features (ramps, exits, hardware) are clear and operational.
- Check that security measures (locked access doors, alarms) are functioning properly.
- Note any issues that could result in violations, fines, or liability risks.

