

# ASSEMBLY HALL AND PROPERTY INSPECTION WORK SHEET

Assembly Hall city: \_\_\_\_\_ State: \_\_\_\_\_

Assembly Hall address: \_\_\_\_\_

This work sheet is not a complete list of items at the Assembly Hall and property requiring inspection but an example of what should be included. The *Safety Inspection Work Sheet (TO-34)* completed by the Assembly Hall Committee should be referenced during the inspection. Use additional sheets as necessary.

## BUILDING

- 1. Check roof and roof support structure for loose shingles, sheeting, and any damaged and deteriorating materials. Check that gutters, downspouts, and all types of roof drains are securely in place, clean, and operating properly to take water away from the building. Ensure that all past leaks, if any, were checked and completely repaired.
- 2. Check parapets and soffits for needed repairs.
- 3. Check exterior of building for loose mortar; cracks in the masonry, plaster, or siding; or peeling of paint and weathering of stain.
- 4. Check all areas for termites or carpenter ants where wood is used. Pay special attention to areas that are normally hidden from view.
- 5. Check doors, hinges, door closers and hardware, and locks to ensure their proper adjustment, repair, and lubrication. Exits should be unobstructed and marked with properly illuminated signs. Exit doors should operate easily.
- 6. Check windows, if any. They should not allow moisture into building. All mechanisms should work properly. Give special attention to locking devices. No glass should be cracked or broken; no screens should be torn. Check Assembly Hall sign.
- 7. Check basement or crawl space for dampness or musty odor, cracks, or signs of water intrusion or flooding.
- 8. If permanent access ladders are installed, make sure they are securely fastened and all safety features are operating properly.
- 9. Check all points of entry for slip/trip and fall hazards.

## LIFE SAFETY

- 1. Test/check each of the following (as applicable):  
Exit sign battery, emergency light source, fire alarm system, fire flow detection, central station monitoring, ground fault interruption devices, lightning protection.
- 2. Check and test any emergency power generation unit.

## FINISHES

- 1. Check all painted surfaces to ensure they are clean and in good repair.
- 2. Check that wall coverings are not damaged, discolored, or peeling.
- 3. Check that floor coverings are clean and presentable.
- 4. Check suspended ceilings for stained, loose, or dislodged tiles.
- 5. Check ceramic/stone surfaces for loose materials or grout.

## HEATING/VENTILATING

- 1. Check HVAC system to make sure it is in good working order and maintained per manufacturer's instructions. Cooling coils and drain pans should be clean and free of standing water. Filters should be cleaned/replaced regularly. If a programmable system is used, check the settings and run periods. Confirm that programmed times are coordinated with scheduled assemblies.
- 2. Check that Assembly Hall HVAC system is set to run periodically during vacant times, especially where humidity is high.

## ELECTRICAL

- 1. Check all lighting fixtures to ensure proper maintenance, operation, and cleanliness.
- 2. Check all switches and receptacles to ensure safe and proper operation. Check fuse/breaker box for safe operation and proper-sized fuses/breakers.
- 3. Test all motors that are one horsepower or more.

## PLUMBING

- 1. Check that valves, faucets, and drains do not leak or drip.
- 2. Check toilets, urinals, and sinks to ensure their proper operation.
- 3. Check that sewer/septic system is free of any operating problems. Test pump and alarm (as applicable).
- 4. Check to ensure that drinking fountains are in good working order.
- 5. Check water filters (as applicable).

**SITE**

- 1. Check that bushes, trees, and lawn are presentable and maintained so as to prevent excessive moisture.
- 2. Check lawn sprinkler system, if any. It should be located so as not to spray onto building itself.
- 3. Check to make sure grading allows proper drainage away from building.
- 4. Check that route most regularly used by the elderly and infirm is free of trip hazards.
- 5. Check waste disposal area for condition of equipment.

**FUTURE MAINTENANCE/CONSTRUCTION NEEDS**

(List and provide general details for work you anticipate will need to be done within the next two years.)

**GENERAL OBSERVATIONS**

**RESIDENCES**

(List each apartment/guest room in the entire facility, and comment concerning the condition/needs of each.)

**NOTES**

Date of inspection: \_\_\_\_\_ Regional Building Committee: \_\_\_\_\_  
(State and number)

Signatures of brothers who performed inspection. (On a separate attached sheet, give the name, address, congregation, and qualifications of each one assisting with the inspection.):
