**STORRS-NORTH & SOUTH GARAGE MAINTENANCE CHECKLISTS**

Use the following daily, weekly, monthly, semi-annual, and annual operational checklists to record maintenance. The annual structural checklist will help to determine if any structural maintenance/repairs are required. In general, signs of water leaking and rust staining must always be noted. Mechanical and electrical deficiencies should be repaired per manufacturers’ and suppliers’ recommendations.

## DAILY OPERATIONAL CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
| **1.0** | **Housekeeping Requirements** | |  |
|  | * Pick up trash | |  |
|  | * Sweep elevator tower | |  |
|  | * Sweep all tower | |  |
|  | * Sweep office and collection booth | |  |
|  | * Wash any parking area required to remove odors | |  |
|  | * Remove graffiti | |  |
|  |  | |  |
| **2.0** | **Graphics & Signage** | |  |
|  | * Check sign visibility | |  |
|  | * Check sign illumination | |  |
|  | * Check roadway signage | |  |
| **3.0** | **Vertical Transportation** | |  |
|  | * Check for normal operation | |  |
|  | * Check lighting in cabs | |  |
|  | * Check indicator and other lights | |  |
| **4.0** | **Electrical system** | |  |
|  | * Inspect garage interior lights – parking decks and stair towers | |  |
|  | * Inspect garage exterior lights – light poles | |  |
|  | * Inspect exit sign lights | |  |
|  |  | |  |
| Inspector: | | Date | |
| Comments and Corrective Action Required: | | | |

## weekly OPERATIONAL CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
| **1.0** | **Housekeeping Requirements** | |  |
|  | * Empty dumpster | |  |
|  | * Clean stairway floors/handrails | |  |
|  | * Clean lobby/office windows | |  |
|  | * Clean PARCS equipment | |  |
| **2.0** | **Doors & Hardware** | |  |
|  | * Inspect latches | |  |
|  | * Inspect panic hardware | |  |
|  | * Inspect closer | |  |
|  | * Inspect hinges | |  |
|  | * Inspect locks | |  |
| **3.0** | **Electrical System** | |  |
|  | * Relamp fixtures as needed | |  |
|  | * Inspect emergency light (if applicable) | |  |
|  |  | |  |
|  |  | |  |
| Inspector: | | Date | |
| Comments and Corrective Action Required: | | | |

## monthly operational checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **1.0** | **Housekeeping Requirements** | |  |
|  | * De-grease parking area floors | |  |
|  | * Normal operation of elevators | |  |
|  | * Clean elevator door tracks at each level and clean cab | |  |
|  | * Clean stair tower windows | |  |
|  | * Remove debris and clean expansion joints | |  |
|  |  | |  |
| **2.0** | **Fire Extinguishers & Cabinets** | |  |
|  | * Check for normal operation | |  |
|  | * Check extinguisher charge | |  |
| **3.0** | **Parking and Revenue Control Equipment** | |  |
|  | * Inspect ticket dispenser and gates for proper operation | |  |
|  |  | |  |
| **4.0** | **Plumbing System** | |  |
|  | * Inspect domestic water system | |  |
|  | * Check for clogged drains | |  |
|  |  | |  |
| Inspector: | | Date | |
| Comments and Corrective Action Required: | | | |

## quarterly operational checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **1.0** | **Doors & Hardware** | |  |
|  | * Inspect weatherstripping and gaskets | |  |
|  | * Inspect windows/glazing | |  |
| **2.0** | **Painting** | |  |
|  | * Touch up paint as required | |  |
|  | * Inspect signage | |  |
|  | * Inspect painted curbs | |  |
| **3.0** | **Corrosion on Metal** | |  |
|  | * Check doors and frames | |  |
|  | * Pipe and pipe guards | |  |
|  | * Handrails | |  |
|  | * Guardrails | |  |
|  | * Conduit | |  |
| **5.0** | **Graphics & Signage** | |  |
|  | * Check sign cleanliness | |  |
| **6.0** | **Parking and Revenue Control Equipment** | |  |
|  | * Check spare parts inventory | |  |
|  | * Inspect control booth | |  |
|  | * Inspect fee computer system | |  |
|  | * Inspect detectors and loops | |  |
| **7.0** | **Vertical Transportation** | |  |
|  | * Inspect elevator and shafts | |  |
|  | * Inspect equipment in elevator machine room | |  |
| **8.0** | **Plumbing System** | |  |
|  | * Inspect oil-grit separator | |  |
| **9.0** | **Electrical System** | |  |
|  | * Check inventory of spare parts | |  |
| **10.0** | **Fire Protection System** | |  |
|  | * Check heat detectors | |  |
|  | * Check tamper switches | |  |
| **11.0** | **Mechanical Systems** | |  |
|  | * Replace HVAC filters | |  |
| Inspector: | | Date | |
| Comments and Corrective Action Required: | | | |

## Semi-annual operational checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **1.0** | **Painting** | |  |
|  | * Inspect painted concrete | |  |
|  | * Inspect painted masonry | |  |
|  | * Inspect line striping | |  |
|  | * Inspect painted walls | |  |
| **2.0** | **Vertical Transportation** | |  |
|  | * Check sump pump | |  |
|  | * Check outside face of cab | |  |
|  | * Clean elevator pit | |  |
|  | * Hose bibs | |  |
| **3.0** | **Plumbing System** | |  |
|  | * Check floor drains for leaks | |  |
|  | * Check drain leaders for leaks or physical damage | |  |
|  | * Check support brackets | |  |
| **4.0** | **Electrical System** | |  |
|  | * Inspect distribution panels | |  |
|  | * Check transfer switches | |  |
|  | * Check electrical switches | |  |
|  | * Check junction boxes and cover plates | |  |
|  | * Check timers | |  |
|  | General review of all operational components | |  |
| Inspector: | | Date | |
| Comments and Corrective Action Required: | | | |

## annual operational checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **1.0** | **Housekeeping Requirements** | |  |
|  | * Wash parking area floors | |  |
| **2.0** | **Sealants and Roofing** | |  |
|  | * Inspect roofs | |  |
|  | * Inspect windows, storefronts & curtain walls | |  |
|  | * Inspect exterior sealants – façade and stair tower | |  |
| **3.0** | **Fire Extinguishers & Cabinets** | |  |
|  | * Perform required tests | |  |
| **4.0** | **Vertical Transportation** | |  |
|  | * Schedule code required tests and renew maintenance agreement | |  |
| **5.0** | **Plumbing System** | |  |
|  | * Clean and flush drainage system | |  |
| **6.0** | **Electrical System** | |  |
|  | * Clean light fixtures | |  |
| **7.0** | **Fire Protection System** | |  |
|  | * Renew maintenance agreement | |  |
|  | * Perform code required tests for fire protection | |  |
|  | * Perform code required tests for fire alarm | |  |
|  | * Check piping | |  |
|  | * Check identification signs | |  |
| Inspector: | | Date | |
| Comments and Corrective Action Required: | | | |

## annual structural checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Category | | | Date/Answer |
| **1.0** | **Floors** | |  |
|  | * When was the last floor sealer application? (Typically applied every 5 years.) | |  |
|  | * Are there rips, tears, debonded areas or signs of embrittlement in the traffic topping? | |  |
|  | * Are there cracks in the floor slab? If yes, where are they located and how wide are they? | |  |
|  | * Are there signs of leaking? | |  |
|  | * Any spalls or delaminations? If yes, how big and where are they located? | |  |
|  |  | |  |
| **2.0** | **Spandrel Beams, Lightwalls and Columns** | |  |
|  | * Are there cracks? Where? If yes, are they vertical or horizontal and how wide? | |  |
|  | * Are there corrosion induced concrete spalls & delaminations? | |  |
|  | * Are there any signs of leaking? | |  |
| **3.0** | **Stair/Elevator Towers** | |  |
|  | * Are there any signs of a leaking roof? | |  |
|  | * Are there any cracks in the exterior brick? | |  |
|  | * Are there any cracks in the mortar joints? | |  |
|  | * Any corrosion induced spalling or delaminations in treads, risers or landings. | |  |
| **4.0** | **Precast Concrete & Masonry Facade** | |  |
|  | * Are there any corrosion induced spalls or delaminations in facade spandrels? | |  |
|  | * Are there any cracks in the precast facade spandrels? | |  |
|  | * Are there any cracks in the brick infill on spandrels? | |  |
|  | * Is there any cracks or erosion in the mortar? | |  |
|  | * Are there any brick spalls? If yes, where are they located and how big? | |  |
| **5.0** | **Architectural Sealants** | |  |
|  | Are there any signs of leaking, loss of elasticity, or separation from adjacent surfaces? | |  |
|  | * Between windows and doors | |  |
|  | * In block masonry | |  |
|  | * Exterior facade and stair tower sealants | |  |
|  | * Concrete walks, drives, and curb landings | |  |
| **6.0** | **Exposed Steel** | |  |
|  | * Is there any exposed steel? If yes, where is it located and is it rusted? | |  |
|  | * Are traffic bollards rusted or damaged? | |  |
|  | * Are guardrails rusted or damages? | |  |
|  | * Are handrails in stair towers rusted or damaged | |  |
| **7.0** | **Bearing Pads** | |  |
|  | * Are bearing pads compressed, bulging or out of place? If yes, where? | |  |
| **8.0** | **Waterproofing System** | |  |
|  | * Floor joint sealant. Adhesive loss, splits, edge splintering? | |  |
|  | * Expansion seals. Rips, plow damage, header material cracked/broken? | |  |
| After answering the above questions, please consult a qualified engineer to discuss your answers. | | | |
| Inspector: | | Date | |
| Comments and Corrective Action Required: | | | |