**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: |