

Upkeep Checklist

I. Daily Procedures

- Locks on doors and windows secure and all keys accounted for
- No pipes, faucets or toilets leaking
- No fraying wiring in evidence, major machines shut off
- No signs of structural damage

II. Periodic Procedures

- Emergency Numbers Posted at Phones - Annually
- Fire Department Inspection - Annually
- Fire Extinguisher Check - Annually
- Flashlights Checked - Quarterly
- Sprinkler Systems Operable - Annually
- Pumps Operable - Annually
- Public Address System Operable - Monthly
- Transistor Radio Operable - Quarterly
- Staff Familiarized with Disaster Plan - Annually
- Fire Drill - Annually
- Tornado Drill - Annually
- Insurance Policy Updated - Annually

