

# Manufactured Home Community Self-Inspection Checklist

Facility \_\_\_\_\_ Inspector \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

The following items should be regularly inspected and maintained to help ensure safety in your mobile home community. A copy of the inspection report should be sent to the designated person in charge for necessary action.

This checklist is intended to provide our customers with guidelines and general information needed to help identify conditions that may contribute to accidents. Preventing accidents from occurring in the first place is the best way to minimize pain, suffering and your overall cost of risk. Any questions answered with "no" should be explained in comments.

INSPECT THESE ITEMS AT LEAST MONTHLY

## Exterior Conditions

	YES	NO	COMMENTS
Speed limit posted/enforced			
Vehicle traffic flow controlled			
Speed bumps adequate and color highlighted			
Roads in good condition			
Vacant buildings and construction sites controlled			
Fire hydrants accessible and in good condition			
Mobile home rules clearly posted and enforced			
Water exposures protected to prevent adults and children from entering area			
"No swimming" signs posted in restricted areas			

## Exterior Conditions (continued)

	YES	NO	COMMENTS
Playground equipment properly maintained			
Pet control rules posted and enforced			

## Slip and Fall Hazards

	YES	NO	COMMENTS
Sidewalks, walkways, parking areas, well maintained			
Steps and stairs in good condition and adequately lighted			
Lighting adequate and maintained throughout community			
Common grounds are free from obstructions, holes, and other hazards			
Warning signs/barricades posted to prevent slips and falls on wet surfaces			
Oil leaks and spills cleaned immediately			
Snow and ice removal program established			

## Swimming Pool (if applicable)

	YES	NO	COMMENTS
Minimum four-foot fence with self-closing childproof latch gate			
Children supervised at all times			
Rules posted and enforced			
Life guard on duty			
Rescue and medical first aid equipment and supplies available			
Depth over 5 ft. marked by a life line			
Pool water clarity above average			
Chemicals tested regularly			
Chemicals safely stored			

## Swimming Pool (continued)

	YES	NO	COMMENTS
Pool properly illuminated at night			
Adaquate maintenance on pool and equipment considered good			
Non-slip surfaces around pool area			
Depth marks clearly visible			

## General Building Protection

	YES	NO	COMMENTS
Adequate number of fire extinguishers			
Proper extinguishers for occupancy			
Extinguishers properly charged			
Extinguishers properly mounted			
Electrical, heating and plumbing in good condition			
No smoking rules posted and enforced			
Trained employee on premises			
Proper maintenance of cooking area			
Sprinkler heads free of paint, dust, residue and other obstructions			
Sprinkler heads are connected and provided where needed			
Sprinkler heads and piping in good condition			
Spare sprinkler heads available			
Fire hydrants accessible			
Fire department connection accessible			
Fire department caps in place			
Fire alarm system operational			
Manual pull stations tested periodically			
Inside hoses accessible			
Inside hoses in good condition			
Emergency exits illuminated			

## General Building Protection (continued)

	YES	NO	COMMENTS
Emergency back-up lighting available			
Emergency exit floor plans posted			
Emergency telephone available			

## Laundry Room

	YES	NO	COMMENTS
Lighting adequate			
Lint traps cleaned frequently			
Metal trash containers, with metal covers provided			
Non-slip floor or slip proof mats			
Inspection and proper maintenance of machines			
Washing and drying machines properly grounded			
Wiring and electrical in good condition			

## Vending Machines

	YES	NO	COMMENTS
Installed on flat surface			
Electrical properly grounded			
Certificates of insurance received from vending service companies			
Proper maintenance of machines			

## LP Gas

	YES	NO	COMMENTS
Cylinders properly arranged			
Protective caps on all valves			
Located safe distance away from ignition sources			
Certificates of insurance obtained from service companies			

## Maintenance and Housekeeping

	YES	NO	COMMENTS
General maintenance, housekeeping, and tie downs throughout park: all good			
Disabled cars/vehicles, old appliances, and hazardous materials removed from park immediately			
Smoking regulations enforced with signs posted throughout			
Grass and weed control			
Flammable/toxic containers safely handled and stored			
Trash disposal safely arranged			
Dumpsters maintained and are a safe distance from structures			
Pest control program established			

## Management/Emergency Assistance

	YES	NO	COMMENTS
Accident and injury reports prepared immediately			
Accident investigation and correction action measures taken immediately			
Emergency telephone numbers posted			
Fire department familiar with layout of park facilities			
Fire hydrants properly distributed and accessible			
Fire/smoke and burglary alarms working properly and tested monthly			

### Owned Rental Units

	YES	NO	COMMENTS
Smoke detectors in all sleeping rooms			
Fire extinguisher in each unit			
Fuel oil tanks maintained and in good condition			
All units tied down			
Two exterior doors from all mfr homes			
Large window in sleeping room for emergency exit			

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

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The Hanover Insurance Company  
440 Lincoln Street, Worcester, MA 01653

hanover.com  
The Agency Place (TAP) — <https://tap.hanover.com>

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