

 *Hanover Risk Solutions*

Real Estate Self-Inspection Checklist

Documented inspections of buildings and grounds should be conducted on a regular basis. Below is a suggested checklist. Any problems identified in the inspection should be reported and corrected as soon as possible.

Instructions: When conducting an inspection, answer the following questions and report any “No” answers to building management.

Parking Lot/Grounds

	YES	NO	N/A	COMMENTS
Are outside walks/curbs/parking lots in good condition and properly marked and painted?				
Are parking lot lights adequate and operating at dark?				
Are entrances well lighted?				
Are fire lanes designated?				
Are sidewalks free of tripping hazards?				
In winter, are snow removal and salting conducted prior to working hours?				

Entrances and Exits

	YES	NO	N/A	COMMENTS
Are emergency exits unobstructed?				
Are entrances and exits marked with appropriate signage?				
Are exits marked and illuminated by a reliable light source?				
Are directions to exits, when not immediately apparent, marked with visible signs?				
Are entrances and exits free of tripping hazards?				
Are weather mats used at entrances during inclement weather?				
Do all automatic doors operate properly?				

Floors

	YES	NO	N/A	COMMENTS
Are floors clean and free of tripping hazards?				
Are carpets and floors in good condition?				
Are floor elevation changes identified?				
Are floors dry mopped and temporary runners used during inclement weather?				
Are "wet floor" signs used when floor cleaning is required or to mark possible hazards during inclement weather?				

Stairs

	YES	NO	N/A	COMMENTS
Are treads firm and in good shape?				
Are handrails secure?				
Is lighting sufficient?				
Are stairs free of storage and debris?				
Are stairs free of tripping hazards?				
Do all fire doors open and close properly?				
Is emergency lighting in place, tested and in good working order?				

Elevators

	YES	NO	N/A	COMMENTS
Are inspection certificates up to date?				
Do alarm bells/telephone work properly?				
Are car floors free of tripping hazards?				
Are signs designating "Use stairwell in event of fire" at elevator entrances?				
Is current emergency repair service name/ phone number available?				

Additional Life Safety

	YES	NO	N/A	COMMENTS
Are emergency alarm stations tested annually?				
Is emergency lighting located at paths of egress?				
Is emergency lighting tested monthly?				

 To learn more about Hanover Risk Solutions, visit hanoverrisksolutions.com

NOTES:

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