

**ANNUALLY****YES    NO**

<input type="radio"/>	<input type="radio"/>	Flashing is properly attached (if accessible).
<input type="radio"/>	<input type="radio"/>	Mechanical equipment is securely fastened? Check for empty screw holes that screws are supposed to be in.
<input type="radio"/>	<input type="radio"/>	Is the weather stripping on doors in good condition?
<input type="radio"/>	<input type="radio"/>	Have you updated the valve list and map to reflect all current valves on site? Have you updated the training for all personnel on-site?
<input type="radio"/>	<input type="radio"/>	Do you have response tools to quickly respond and shut off the water in case of a leak?

**SEMI-ANNUALLY****YES    NO**

<input type="radio"/>	<input type="radio"/>	Have you determined if loose debris and materials that could cause roof damage or obstruct roof drains are removed.
<input type="radio"/>	<input type="radio"/>	Skylights, roof hatches, and vents are in good condition. Are there skylights on the roof inspected for damaged seals, caulking, and weather stripping?
<input type="radio"/>	<input type="radio"/>	Confirm that there is heat in the areas where "wet" sprinkler systems, chillers, and domestic water systems are provided.
<input type="radio"/>	<input type="radio"/>	Are HVAC systems in good condition? Are drains open and free-flowing?
<input type="radio"/>	<input type="radio"/>	Did you inspect the caulking/gaskets of the windows?
<input type="radio"/>	<input type="radio"/>	Do any of the windows appear to be leaking or have condensation between the panes?
<input type="radio"/>	<input type="radio"/>	Are Hot Water Heaters inspected for over pressurization and equipped with overflow plans?

**QUARTERLY****YES    NO**

<input type="radio"/>	<input type="radio"/>	Are roof drains free and clear of debris?
<input type="radio"/>	<input type="radio"/>	Any ponding occurring on the roof?
<input type="radio"/>	<input type="radio"/>	Do downspouts direct water away from the foundation?
<input type="radio"/>	<input type="radio"/>	Are the locations of the water shut-off valves known, easily reached, marked or labeled? Are valves maintained in good operating condition (exercised periodically)?
<input type="radio"/>	<input type="radio"/>	Are sump pumps checked quarterly for power and to ensure the float is in good working condition?
<input type="radio"/>	<input type="radio"/>	Any signs of leaks on ceiling tiles or floor stains?
<input type="radio"/>	<input type="radio"/>	Are electronic sensing systems (leak detection, flow sensing, etc.) working correctly in service?

**WEATHER (before and after Weather Event)****YES    NO**

<input type="radio"/>	<input type="radio"/>	Inspect the roofing system semi-annually (internally) after hailstorms or severe weather events.
<input type="radio"/>	<input type="radio"/>	During the winter/spring months, is snow accumulation monitored? Is melted snow free to go through drains?
<input type="radio"/>	<input type="radio"/>	Does the snow removal method from the roof not penetrate the roof?
<input type="radio"/>	<input type="radio"/>	Did you drain the drum drips if a dry system is present?
<input type="radio"/>	<input type="radio"/>	Did you check the air/nitrogen pressure gauge in your dry system to ensure it is working properly?