

Facility Weekly Maintenance Checklist

The purpose of this form is to determine and track facility maintenance needs.

Form must be completed weekly.

Upon completion, facility needs and maintenance recorded on form should be submitted as a Facility Maintenance request.

Please circle facility

North Lakes Rec Center

Denia Rec Center

MLK Jr. Rec Center

American Legion Hall

Senior Center

Date of Inspection (mm/dd/yyyy)

12-19-24

Name of staff person conducting inspection

Ruby McKay

Area	Criteria	Yes	No	N/A	Comments
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Gym

Paint Above basketball goals -

Lights	Proper working order	x			
Backboards and Rims	Proper working order; free of breaks or cracks	x			
Gym Curtain	Operational free of holes or tears	x			
Bleachers	Sharp dangerous edges missing/free of loose pieces	x			
Floors	Surfaces clean, clear of nails, splinters, cracks, slippery/sticky substances. Openings properly guarded.	x			

Rooms and Lobby

Paint Column in WT Room.
Clean back wall under fire Alarm - WT Room

Lights	Proper working order	x			
Tables	Free of breaks, cracks, loose legs and tops	x			
Chairs	Free of loose bolts, broken or loose legs and seats	x			
Game Tables	Free of missing pieces, broken or wobbly legs and broken tops			x	
Floors	Surfaces clean, clear of nails, splinters, cracks, slippery/sticky substances. Openings properly guarded.	x			
Kitchen Area	Appliances in working order	x			
Cabinets	Organized, doors closing properly, locked if needed	x			
Counters	Surfaces clean, clear of splinters, cracks, slippery/sticky substances.	x			

Offices

Room B - Paint - wall at cabinets under light switch
Paint back wall near window (R side)
Room C - back wall at accordion wall

Lights	Proper working order				
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STAFF OFFICE FACILITY - outdoor

Paint corner of back hallway. Near
entry to back lobby -

Restrooms

Lights	Proper working condition	x			
Stalls	Free of cracks, breaks, loose hinges/bolts	x			
Showers	Proper working condition, clean of mildew, rust, and grime	x			
Lockers	Proper working condition	x			
Plumbing Fixtures	Free of breaks/cracks, proper working order, free of leaks	x			
Toilets	In working order	x			
Toilet Paper Dispensers/Hand Dryers	In working order	x			
Floors	Surfaces clean and clear of nails, splinters, cracks, slippery/sticky substances. Openings properly guarded.	x			

Walls Surfaces clean of runoff, dirt and grime

Storage Areas

Paint walls in hallway outside bathrooms

Lights	Proper working condition	x			
Chemicals	Stored safely	x			
Floors	Surfaces clean and clear of nails, splinters, cracks, slippery/sticky substances. Openings properly guarded.	x			

General

Ceiling Tiles	In place with no breaks	x			
Lights	Switches/Covers replaced and/or free of cracks/breaks and in working order.	x			
Electrical Outlets	Safe and in working order.	x			
PA System	In working order, check all rooms and speakers				
Walls	Clean		x		
Exits	Marked properly and area clear. Lights in working order. Evacuation plan posted	x			
A/C	Working order	x			
Fire Extinguisher	Checked, tagged, accessible	x			
Water Fountain	In working order, free of leaks	x			
Signage	Up to date	x			
Handicap Door	Working order	x			
AED	Working order, Expiration date on pads	x			
Door Locks	Working order	x			

Outside

Lights	Working order	x			
Windows	Free of cracks/breaks	x			
Sidewalks	Free of hole, cracks, and all debris	x			
Parking Lot	Free of holes, cracks, and all debris	x			
Outdoor Play area	Free of broken glass and/or broken/lose equipment				x

Alicia McDaniel - 12/19/24