

Building Maintenance Record: Monthly Owners Inspections

Building Name: _____ **Year:** _____

Specified System as applicable:		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2: Fire Alarm	Date												
	Signed												
3/1: Automatic Sliding Doors	Date												
	Signed												
3/2: Access Control	Date												
	Signed												
3/3: Automatic Fire Doors or Windows	Date												
	Signed												
4: Photoluminescent Emergency Lighting	Date												
	Signed												
14/2: System Signage	Date												
	Signed												
15/2: Means of Escape	Date												
	Signed												
15/3: Fire Separations	Date												
	Signed												
15/4: Exit Signage	Date												
	Signed												
15/5: Smoke Separations	Date												
	Signed												

Record any faults and/or maintenance completed

Annual IQP Inspection Date: _____ **Signature:** _____

Final exits should be inspected to ensure they are not locked, barred, or blocked. All doors must be unlocked prior to opening.
 Door locking devices must be clearly visible and easily operated without the use of a key.