

## 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
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.