

Zone A | Exterior, Doors and Food Areas

Inspector: Tyler. Walk exterior and doors, then both food areas; review landlord/shared defects.

Record month: _____ Date: _____ Start: _____ Finish: _____

P Pass **M** Minor: fix within 7 days **C** Critical: stop/isolate affected activity and escalate now **N** Not inspected / N/A: record reason

ID	ACTION AND PASS STANDARD	RESULT			
A01	Inspect pavement, curbs and sidewalks. Pass: no uncovered opening, displaced curb or surface defect creates a trip/vehicle hazard; compare existing defects to prior photographs and log new or worsened damage.	☐ P	☐ M	☐ C	☐ N
A02	Inspect visible drainage paths and catch basins. Pass: no visible blockage, displaced grate or standing water crosses a travel route. Observe from ground level; route clearing/repairs to the landlord.	☐ P	☐ M	☐ C	☐ N
A03	Inspect exterior walls, windows and seals. Pass: no loose material, broken pane, open seal or fresh water intrusion is visible along the route. Record inaccessible elevations; do not access the roof.	☐ P	☐ M	☐ C	☐ N
A04	Inspect door panels, frames and hardware. Pass: handles, hinges and accessible attachments show no looseness, breakage or impact damage; observed defects have exact door IDs.	☐ P	☐ M	☐ C	☐ N
A05	Verify door closing, latching and seals. Pass: doors close/latch under normal approved operation and seals show no visible tear/gap. Do not alter fire-door hardware; do not operate powered doors solely for this review.	☐ P	☐ M	☐ C	☐ N
A06	Verify office-kitchen refrigerator interior cleaning. Pass: shelves, drawers, accessible seals and interior surfaces show no food residue, pooled liquid or visible mold; cleaning has a date and performer.	☐ P	☐ M	☐ C	☐ N
A07	Verify warehouse break-room refrigerator cleaning, if present. Pass: shelves, drawers, seals and interior surfaces show no residue, pooled liquid or mold; cleaning has a date/performer. Record absent equipment N.	☐ P	☐ M	☐ C	☐ N
A08	Review landlord/shared repair status. Pass: building defects have a reported date, owner and next action; shared work has landlord authorization before arrangements proceed. Immediate hazard controls remain in place.	☐ P	☐ M	☐ C	☐ N

Capture coverage and verification evidence

Record locations / asset IDs or report references: _____

Record one specific observation / unresolved gap: _____

Record finding ID(s) or N reason(s): _____

Mark one result per row. Retain individual asset/test records in Quality Hub. Record missing scope/procedure as N with an owner/due date, not Pass. Escalate hazards immediately; annual work follows its actual due date.

Zone B | Warehouse and Emergency Assets

Inspector: Tyler. Review warehouse condition, then emergency assets by location. Retain asset-level records.

Record month: _____ Date: _____ Start: _____ Finish: _____

P Pass **M** Minor: fix within 7 days **C** Critical: stop/isolate affected activity and escalate now **N** Not inspected / N/A: record reason

ID	ACTION AND PASS STANDARD	RESULT			
B01	Document warehouse-floor condition. Pass: no unguarded hazardous crack, spall, hole or uneven transition is present; compare prior defect locations and photograph new/worsened damage.	☐ P	☐ M	☐ C	☐ N
B02	Inspect visible rack uprights, bases and guards. Pass: no bent/leaning upright, displaced base, visibly missing anchor or damaged guard is observed; record rack IDs. Do not climb or access concealed components.	☐ P	☐ M	☐ C	☐ N
B03	Inspect visible rack beams and connections. Pass: no displaced beam, missing visible connector/lock, deformation or loose component is observed. Escalate suspected structural damage and isolate affected storage.	☐ P	☐ M	☐ C	☐ N
B04	Verify storage loads, pallets and clearance criteria. Pass: pallets/loads are stable, capacity labels are legible, and available load records do not exceed ratings; storage respects approved clearance limits. Log unknown criteria N.	☐ P	☐ M	☐ C	☐ N
B05	Verify every extinguisher location and access. Pass: each listed unit is in its designated accessible position, mounted securely, and has a readable operating label. Record missing/damaged units by asset ID.	☐ P	☐ M	☐ C	☐ N
B06	Inspect extinguisher condition and record the monthly check. Pass: gauge is in its operable range where fitted; pin/seal are intact; no visible damage, leak or hose/nozzle blockage. Record date/initials for each unit.	☐ P	☐ M	☐ C	☐ N
B07	Verify monthly emergency-lighting testing. Pass: every listed unit meets the approved monthly test procedure and has a dated result. Use a demonstrated procedure/qualified performer; mark missing procedure or untested units N.	☐ P	☐ M	☐ C	☐ N
B08	Verify first-aid, AED and eyewash readiness observations. Pass: designated equipment is accessible; no visible damage or displayed trouble status; reported supply/use concerns have been resolved. Do not substitute this for prescribed tests.	☐ P	☐ M	☐ C	☐ N

Capture coverage and verification evidence

Record locations / asset IDs or report references: _____

Record one specific observation / unresolved gap: _____

Record finding ID(s) or N reason(s): _____

Mark one result per row. Retain individual asset/test records in Quality Hub. Record missing scope/procedure as N with an owner/due date, not Pass. Escalate hazards immediately; annual work follows its actual due date.

Vendor Service and Maintenance Review

Reviewer: Tyler. Verify reports and actual due dates; annual/vendor tasks are reviewed monthly, not repeated.

Record month: _____ Date: _____ Start: _____ Finish: _____

P Pass **M** Minor: fix within 7 days **C** Critical: stop/isolate affected activity and escalate now **N** Not inspected / N/A: record reason

ID	ACTION AND PASS STANDARD	RESULT			
C01	Verify BMH monthly equipment service. Pass: report identifies forklifts, electric pallet jacks, Skyjack and pallet wrap machines serviced, dates and defects; omitted assets have an action owner/date.	☐ P	☐ M	☐ C	☐ N
C02	Review Canaan Fire Services records. Pass: latest January annual extinguisher maintenance report is retained, outstanding defects are tracked, and next annual due date plus other prescribed intervals are recorded.	☐ P	☐ M	☐ C	☐ N
C03	Review Sonitrol WNY / Securitas records. Pass: annual fire-alarm report, next due date and deficiency actions are recorded. Log missing report/scope and request guidance on any between-visit observations.	☐ P	☐ M	☐ C	☐ N
C04	Review ES Water Systems records and scope. Pass: annual report, deficiency actions and complete system-specific inspection/testing intervals are recorded. Mark unconfirmed scope N; annual attendance alone is not full verification.	☐ P	☐ M	☐ C	☐ N
C05	Verify Unifirst monthly service. Pass: dated report confirms first-aid, AED and eyewash coverage; shortages/defects have actions. Record any prescribed internal checks separately from vendor attendance.	☐ P	☐ M	☐ C	☐ N
C06	Review landlord HVAC service information. Pass: landlord contact, provider/schedule information and open comfort/leak requests are recorded. Mark unavailable maintenance information N; FD does not perform HVAC servicing.	☐ P	☐ M	☐ C	☐ N
C07	Review dock/overhead-door maintenance arrangements. Pass: repair history, provider contact and servicing plan are recorded. Mark a missing PM plan/scope N; track the quotation request. Reactive repairs alone do not establish a PM plan.	☐ P	☐ M	☐ C	☐ N
C08	Review snow and waste-service arrangements. Pass: seasonally due snow coverage is confirmed; Kalen's dumpster, Crushr and Metallico requests have status/contact records. Log snow quotes pending and unknown dumpster-hauler details.	☐ P	☐ M	☐ C	☐ N

Capture coverage and verification evidence

Record locations / asset IDs or report references: _____

Record one specific observation / unresolved gap: _____

Record finding ID(s) or N reason(s): _____

Mark one result per row. Retain individual asset/test records in Quality Hub. Record missing scope/procedure as N with an owner/due date, not Pass. Escalate hazards immediately; annual work follows its actual due date.

FASTENERS DIRECT | TECHNICAL OPERATIONS

Coordination, Hidden Areas and Findings

Complete administration after the route. Inspect hidden locations safely while in each area.

Record month: Reviewer: Tyler / Date:

P Pass **M** Minor: fix within 7 days **C** Critical: stop/isolate affected activity and escalate now **N** Not inspected / N/A: record reason

Monthly coordination and improvement review

ID	ACTION AND PASS STANDARD	RESULT			
R01	Update asset, maintenance-calendar and vendor records. Pass: added/removed assets and provider changes are reflected; required future services have due dates; unresolved schedule gaps have a follow-up owner/date.	☐	☐	☐	☐
		P	M	C	N
R02	Verify task ownership and coverage. Pass: each task has a current assigned performer; agreed coverage exceptions and staffing changes are recorded. Follow up on unconfirmed assignments before marking them complete.	☐	☐	☐	☐
		P	M	C	N
R03	Review recurring defects, costs and replacement priorities. Pass: repeated issues have corrective actions; pending spending has an approval owner; replacement needs and priorities are documented. Record none when no needs are identified.	☐	☐	☐	☐
		P	M	C	N

Commonly overlooked / hidden defect areas

ID	ACTION AND PASS STANDARD	RESULT			
H01	Inspect visible rack bases, door bottoms and window corners. Pass: no concealed impact damage, missing visible fastener, torn seal or fresh moisture is observed from a safe position.	☐	☐	☐	☐
		P	M	C	N
H02	Inspect accessible refrigerator seals and drawer bases. Pass: no trapped residue, pooled liquid or mold remains. Do not move heavy/energized appliances; record inaccessible areas.	☐	☐	☐	☐
		P	M	C	N
H03	Reconcile equipment and emergency-asset lists to reports. Pass: no installed unit is omitted; each report matches asset/location IDs. Record units lacking evidence; do not infer service from a vendor visit.	☐	☐	☐	☐
		P	M	C	N

Log every finding and every N result

Use Quality Hub continuation entries. A service-review Pass does not close a physical defect.

ID / tier	Location + observed defect	Immediate control	Owner / notified	Due date	Hub ID

Verify completion: P ____ M ____ C ____ N ____ (total 30) Missed assets/areas: _____

Record reviewer initials: _____ Upload PDF / Quality Hub record: _____

Limit M to low-risk defects with no immediate exposure; fix within 7 days or sooner. Control/isolate affected activity and escalate C now. N requires a reason and follow-up for applicable unverified items. Monthly reviews do not replace daily checks or provider-prescribed tests.