

# Daily Walk-Through Checks



Once per month Assistance need to do a walk-through of the building to check for any maintenance issues and enter any items onto BlueStep to be taken care of by our maintenance team.

- \_\_\_\_\_ Check all outlet(s) and covers/light switch covers. Are they broken? Do they need to be replaced? (We can change those out if we have replacement covers).
- \_\_\_\_\_ Check all lights, are there any out? (We change the ones that we can reach even if we must use a step ladder) (All fluorescent lights and covers, lights on the ceiling are changed by maintenance).
- \_\_\_\_\_ Check all sinks. Do they work? Does the water get hot? Do they leak anywhere? (Please make sure the kitchen sink is not leaking from under the sink, no visible water damage).
- \_\_\_\_\_ Check all toilets. Do they work properly? Do they leak?
- \_\_\_\_\_ Check showers. Does the shower head work properly? Does the water get hot? Does it leak?
- \_\_\_\_\_ Check the shower bench. Does it work properly?
- \_\_\_\_\_ Check resident call light system. Is it working properly in both the main area and in resident bedrooms (pull string).
- \_\_\_\_\_ Check all fridge/freezers to ensure that they are getting cold and are at the regulated temperature. Make sure that they are working, and not leaking.
- \_\_\_\_\_ Check all thermostats to make sure they are working/change out batteries as needed.
- \_\_\_\_\_ Check all ceiling fans. Do they need dusting? If they need dusting add to BlueStep for maintenance to come out and dust.
- \_\_\_\_\_ Check all in all resident's room for any broken items like window coverings, doors/door handles, door frames etc. (If resident uses wheelchair look at bottoms of doors/frames for broken or missing wood). Enter any broken items to BlueStep.
- \_\_\_\_\_ Check walls, look for large gouges in the walls, paint scratches/chipped paint etc. If the whole room needs painting, please put on BlueStep.
- \_\_\_\_\_ Check carpets throughout the entire building. Are there any areas that have bad staining like blood, urine, BM, juice etc.? Are there any areas that need shampooing? Are there any areas that would need the housekeeping supervisor's attention to get cleaned or replaced?

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- \_\_\_\_\_ Check hardwood floors for lifting, cracks, or any areas that could cause falls from damaged.
- \_\_\_\_\_ Check all appliances for damage, make sure that they are working properly, if the appliance uses water make sure there are no leaks.
- \_\_\_\_\_ Walk around the building to check for any visible issues. Report to Admin. Add any issues to BlueStep for maintenance.
- \_\_\_\_\_ Check gates, doors, for any issues with closing. Make sure keypads are working properly all numbers work.
- \_\_\_\_\_ Check fires suppression gauges/valves and document.