



# Building Inspection

University Facilities (UF)

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Approved by: Bob Wells, updated Todd Barnette

This document establishes official Guideline for developing and implementing the University's Annual building Inspection Program which covers all major buildings on campus.

## Objective

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The objective of the Annual Building Inspection Program is to support and promote a proactive facilities stewardship philosophy. Thorough, annual inspections of all major buildings allow the University Facilities organization to proactively plan and execute maintenance and repair actions without encumbering the users. The goal is to find and fix problems before they become serious or require the users to initiate trouble calls.

## Procedure

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Each Zone conducts an annual building inspection of all major facilities using the attached inspection checklist. The following guideline should be used in establishing, executing and documenting the inspection process:

1. For each craftsperson, review assigned buildings and assist in developing and documenting a schedule that will provide one inspection per building each year.
2. Assign an alternate craftsperson to perform the scheduled inspection instead of the person assigned to the building. This team approach allows a "new set of eyes" to look at the facility and give a somewhat different focus.
3. Once the inspection is complete and the inclosed checklist is filled in, the supervisor and assigned technician should go through the results to determine the appropriate resolution. If the problems



are beyond the time and cost limitations of Zone work, the supervisor should create the needed shop maintenance or repair work orders. If the work is appropriate for Zone completion, create work orders, and develop a work schedule to resolve the write-ups.

4. File the inspection checklist and review prior to the next inspection. Note on the checklist if the problems were resolved by writing in "complete" next to the problem description. By reviewing, noting corrections, and knowing which problems have not yet been addressed, the supervisors will know which areas are repeating and need additional attention.

## Chain of Authority

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Each Zone Supervisor manages the inspection program in his/her zone. The "building maintenance owner" craftsperson is responsible for working with his/her supervisor in reviewing, determining the level of attention (shop or zone) and for noting completion on the checklist. Each craftsperson who performs the inspection should share all information or discuss any noted problems to make certain the work is clear and understood.

Emphasize the team effort upon which this process is based. Properly crafted and employed, the building inspection process allows the Facilities team to work together in keeping our facilities in top-notch condition while limiting the need for customer inputs and problem identification. It is the best form of customer support and facility stewardship.