
PROPERTY RISK CONTROL CHECKLIST





Property Inspection Checklist

- **Instructions:** This checklist should be utilized in the inspection of each member facility annually in conjunction with the inspection form prepared by. Corrective actions should be documented.

CRL Member	
Member Department	
Building Name	
Building Address	
Date of Inspection	
Contact person at building and number	

Inspector Name	
Contact Number	

☐ Corrective actions been sent to relevant parties and discussed with building contact person?



Fire Prevention

☐ Fire Extinguishers

- ☐ Extinguishers located throughout the building
- ☐ Located in unobstructed areas – 3 ft clearance
- ☐ Extinguishers hung on hangers attached to walls - 3 ½ to 5 feet above the floor.
- ☐ Inspect Gauge
 - ☐ No cracked glass
 - ☐ Fully charged: arrow in 12:00 position
 - ☐ Discharged unit: arrow in 9:00 position
- ☐ Check hose for cracks or cuts
- ☐ Check that safety pin is not missing
- ☐ Inspection tag is attached, monthly inspections are documented, and extinguisher has been inspected and certified by a fire protection equipment professional within the last year.

Comments:



Fire Prevention

☐ Sprinkler System

Sprinkler risers

- ☐ Annual inspections with inspection tags attached to main risers
- ☐ Valves
 - ☐ Sprinkler valves accessible
 - ☐ Valves not damaged or leaking
 - ☐ Valves open and locked
- ☐ Check for water leaks
- ☐ Gauges
 - ☐ Replaced in the last 5 years
 - ☐ Not damaged
- ☐ Riser must have no obstructions by 36 inches
- ☐ Nothing hanging from any exposed sprinkler pipes or heads

Sprinkler heads

- ☐ Sprinkler heads have >18 inch clearance from head to storage
- ☐ No sprinkler heads damaged

☐ Fire Pumps

- ☐ Not damaged (overall condition)- any leaks or damaged pipes or sprinkler heads
- ☐ Pump inspected by a contractor in the last 12 months
- ☐ Electrical Fire Pump
 - ☐ Fire pump flowed and tested weekly – 10 min
- ☐ Diesel Fire Pump
 - ☐ Fire pump flowed and tested weekly – 30 min
 - ☐ Diesel tank $\frac{3}{4}$ full? If not needs to be filled

Comments:





Fire Prevention

☐ Fire Detectors

- ☐ Verify system is in normal condition – no faults indicated on the main fire panel.
- ☐ Monthly tests completed and documented
 - ☐ Control panels and equipment (power supply, fuses, LEDs, trouble signals)
 - ☐ Batteries (corrosion)
- ☐ Tested annually by a vendor and report is on file
- ☐ Detection units
 - ☐ No defective detectors – Smoke OR Heat detection
 - ☐ No detectors covered with tape / paint or covers
 - ☐ Properly secured
- ☐ Manual fire alarm box - free with no damage and not obstructed

☐ Fire Exits

- ☐ Illuminated exit signs are operational throughout building
- ☐ Signs are tested monthly on all exit doors
- ☐ Fire Doors - Roll-up exit doors are inspected annually to ensure they are functioning, and fusible links are in place and not dated

Comments:



Fire Prevention

☐ **Boiler Rooms**

- ☐ Empty rooms, not to be used for storage
- ☐ Boiler inspection tags are visible and annual inspections are current
- ☐ Daily and monthly log sheets completed by maintenance staff
- ☐ Visual inspection of the entire system for leaks or damage

☐ **Building Exterior**

- ☐ No combustibles stored alongside building walls
- ☐ Trees not overhanging roof
- ☐ No vegetation growing up exterior wall
- ☐ No visual damage from outside
- ☐ No loose material – debris
- ☐ Hail guards installed over ground equipment

Smoking

- ☐ No smoking within 25 feet of building or per state code
- ☐ Designated smoking area with a non-combustible receptacle

Comments:



Fire Prevention

- ☐ Electrical Inspection
- ☐ Infrared / thermographic testing completed on electrical boxes and motors in the last 12 months

Electrical systems should be enclosed and kept clean

- ☐ Systems sealed and maintained to keep loose dirt, dust, and debris out
- ☐ Systems cleaned regularly using a vacuum (NOTE: This poses high risk for electrocution. Either contract with a professional or verify the system is de-energized by a trained electrician and all employees are trained in lock-out/tag-out.)
- ☐ Vents and fan grills cleaned regularly

Switchgears, Breakers, and Motor Control Boxes

- ☐ Electrical rooms clear of any combustible materials
- ☐ Inspected regularly for signs of cracking or physical damage, arcing or overheating, and moisture
- ☐ Bolts and connectors show no signs of corrosion or overheating and are tightened to manufacturer's specifications
- ☐ Critical circuit breakers and switchgear are easily accessible

Electrical Safety in the building

- ☐ No exposed wires
- ☐ No loose conduits
- ☐ No electrical cords in pathways (cord protectors)
- ☐ No overloaded power cords
- ☐ No space heaters beneath desks

Comments:



Fire Prevention

☐ Generators – Standby Emergency

- ☐ Run monthly for 30 min
- ☐ Log been updated on run time and maintenance
- ☐ Annual inspections completed by vendor
- ☐ Generator protected against the elements

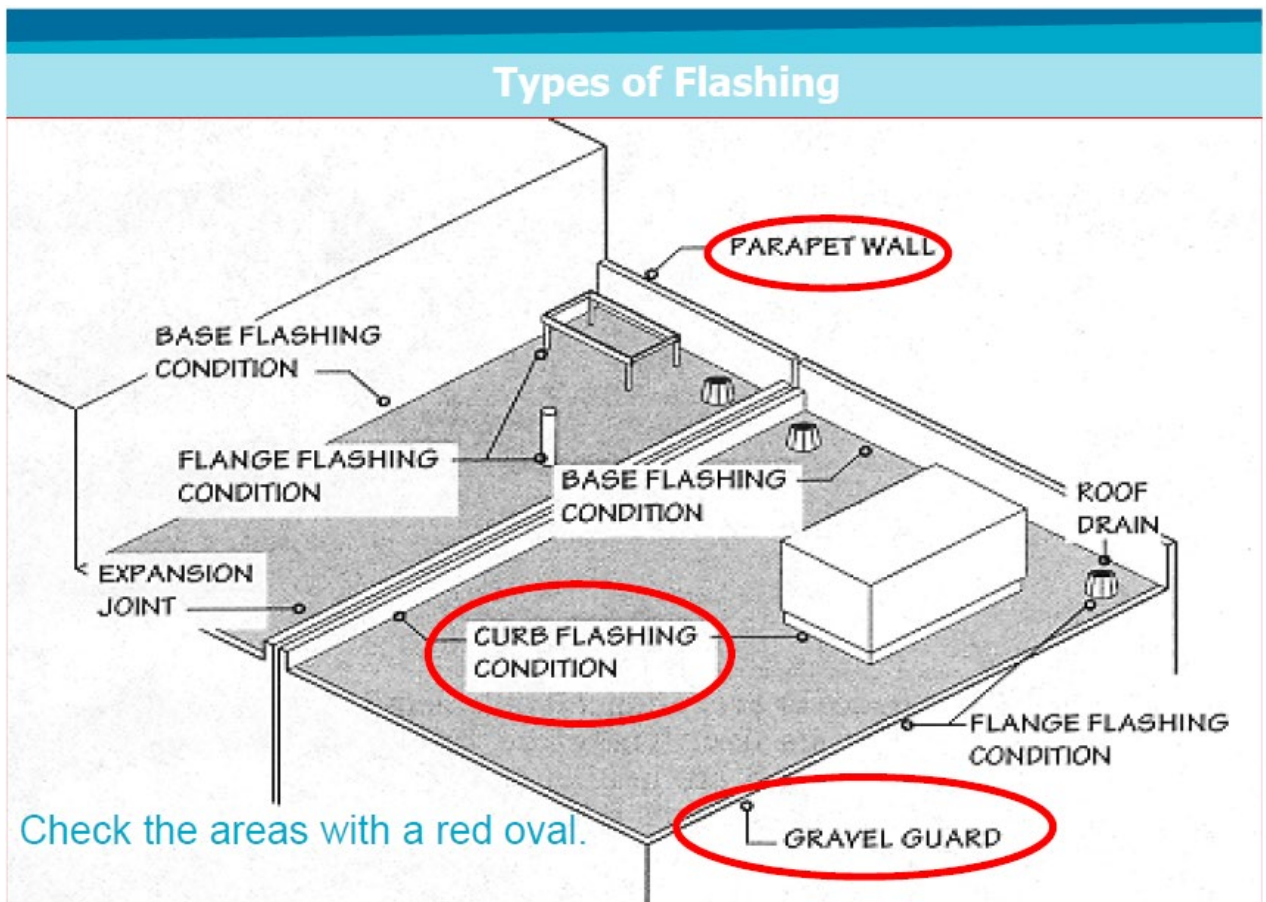
☐ Hot Work Permit

- ☐ Is there a current hot work permit at the building
- ☐ Copies of completed permits with all details completed
- ☐ Fire watch on the permit longer than 60 min
- ☐ Hot work permit complies with NFPA 51B

Comments:

Roof Inspection

Due to varying degrees of roof pitches, inspecting roofs can be dangerous. It is recommended that employees are trained on using fall prevention and protection, contracting for preventive maintenance inspections of roofs with an experienced professional, or using a drone to photograph/document roof conditions.





Roof Inspection

- ☐ Year of roof; build or reroofed:
- ☐ Type of Roof:
- ☐ Roof Surfacing:
- ☐ Parapets around roof and how high: Name of person who is responsible for the roof maintenance?

Roof have hail impact rating:

- ☐ Check ceilings for any sign of water leaks or damage
- ☐ Discoloration of interior walls
- ☐ No loose roof panels
- ☐ No daylight seen from below

Comments:



Roof Inspection

- ☐ Roof inspected at least monthly
- ☐ Access to rooftop safe and secured -
- ☐ Rooftop equipment securely fastened –
- ☐ Missing screws on equipment housing or strapping -
- ☐ Satellite dishes secured by concrete blocks
- ☐ No loose flashing, shingles or parts gutter systems around edges of rooftop
- ☐ Gutters clear of all obstructions and no loose or disconnected parts
- ☐ Debris removed from roof surface after storm
- ☐ No storage of materials on the roof surface
- ☐ No sign of hail damage
- ☐ Hail guards installed to protect roof-mounted HVAC equipment -
- ☐ Any skylights on roof; Rated for hail impact:
- ☐ No standing water on the roof surface (Note: Water should be gone within 48 hours of most recent water event)
- ☐ Snow not permitted to accumulate
- ☐ Discoloration of the roof surface
- ☐ No sign of cracks or areas for water penetration
- ☐ No cracks or gaps in caulked areas
- ☐ Photos of roof taken

Comments:





Lightning Protection

Lightning protection systems should be inspected annually, as well as after major storms, when work is performed on the protected structure (e.g., roof renovations, electrical or HVAC system updates), and when equipment is installed or serviced (e.g., satellite dishes, security cameras, telephone lines, television cables). Inspections may be contracted with a lightning protection company, preferably UYL certified.

- ☐ Are buildings equipped with lightning protection systems (lightning rods, conductors, bonding, shielding, and grounding)
- ☐ Lightning protection visually inspected in the last 12 months
- ☐ Are surge protection devices used at all electrical outlets?
 - ☐ All components are in good condition
 - ☐ No part of the system has been weakened by corrosion or vibration
 - ☐ All down conductors and grounding electrodes are intact (not severed)
 - ☐ All conductors and components are fastened securely to their mounting surfaces and are protected against accidental mechanical displacement
 - ☐ There have been no additions or alterations to the protected structure that would reconfiguration or expansion of the lightning protection system
 - ☐ There have been no equipment installations that require bonding
 - ☐ There is no visual indication of damage to surge suppression devices

Comments:



Vermin/Pest Control

- ☐ Bait stations and traps installed
- ☐ At least bi-weekly monitoring of traps and bait stations
- ☐ Good sanitation procedures in place
- ☐ Food storage measures in place
- ☐ Visual inspection of interior and exterior for evidence of damage or debris
- ☐ No cracks/holes at building for points of entry including windows
- ☐ No exterior debris around buildings
- ☐ Trash properly disposed

Comments:



Water Damage

- ☐ Doors and windows should be properly sealed and have no cracks or holes
- ☐ Any cracks that form in walls and floors should be sealed as soon as possible
- ☐ Exterior drains should be kept clear and free of debris
- ☐ Sump pumps should have a backup power supply

Plumbing

- ☐ Pipes should have enough insulation to keep them from freezing in colder temperatures
- ☐ Buildings should be kept at a minimum of 40° during winter months
- ☐ During especially cold spells, all faucets should be kept at a slow drip to prevent water from freezing
- ☐ Water heater inspected and flushed by licensed plumber every 1 to 2 years
- ☐ Pipes show no signs of corrosion, rust or leaks

Comments:

Vacant Buildings

- ☐ Check building Security
 - ☐ Locks and windows are in working order and are not compromised
 - ☐ Exterior shows no sign of breaches
 - ☐ Visual inspections for signs of vandalism/forced entry
 - ☐ “No Trespassing” posted and visible
- ☐ Roof hatches are properly secured
- ☐ Burglar alarm system in working order
- ☐ Automatic sprinkler system is functional and inspections are up to date
 - ☐ Sprinkler valves open and locked
 - ☐ Has local AHJ been notified if system is not in operation
 - ☐ Sprinkler rooms and/or building is above 40 °F to prevent pipes from freezing.
- ☐ Fire alarms are functioning and inspections are up to date
- ☐ Standpipe system is operational
- ☐ Fire Department Connection is free of obstructions
- ☐ Hydrants been opened in the last 18 months and is accessible
- ☐ Exterior lights in working order, system on a dawn timer or photocell
- ☐ Roof inspection for sitting water, debris, loose/missing shingles, etc.
 - ☐ Winter: any heavy snow accumulation and ice on the roof or overhangs
- ☐ Plumbing inspected for signs of water leaks or corrosion
- ☐ Inspect for signs of pests/vermin

Comments:



Opportunities for Improvement

Date:	Type:	Description:	Correction:

 Opportunities for Improvement

Pictures	

Any questions or queries contact

Ken E Botes

Marsh Advisory

Ken.Botes@Marsh.com

+1 404 216 3425

This document and any recommendations, analysis, or advice provided by Marsh (collectively, the “Marsh Analysis”) are intended solely for the entity identified as the recipient herein (“you”). This document contains proprietary, confidential information of Marsh and may not be shared with any third party, including other insurance producers, without Marsh’s prior written consent. Any statements concerning actuarial, tax, accounting, or legal matters are based solely on our experience as insurance brokers and risk consultants and are not to be relied upon as actuarial, accounting, tax, or legal advice, for which you should consult your own professional advisors. Any modeling, analytics, or projections are subject to inherent uncertainty, and the Marsh Analysis could be materially affected if any underlying assumptions, conditions, information, or factors are inaccurate or incomplete or should change. The information contained herein is based on sources we believe reliable, but we make no representation or warranty as to its accuracy. Except as may be set forth in an agreement between you and Marsh, Marsh shall have no obligation to update the Marsh Analysis and shall have no liability to you or any other party with regard to the Marsh Analysis or to any services provided by a third party to you or Marsh. Marsh makes no representation or warranty concerning the application of policy wordings or the financial condition or solvency of insurers or reinsurers. Marsh makes no assurances regarding the availability, cost, or terms of insurance coverage.

Marsh is one of the Marsh & McLennan Companies, together with Guy Carpenter, Mercer, and Oliver Wyman.

Copyright © 2025 Marsh Canada Limited and its licensors. All rights reserved. www.marsh.com

