MACKOUL RISK SOLUTIONS INSURANCE

BUILDING LOSS PREVENTION INSPECTION

Routine Superindendent Checklist

Property: _____ Inspection Date: _____

Superindendent: _____ Inspection Time: _____

WATER DAMAGE	
☐	No active plumbing leaks observed in accessible common areas.
☐	No standing water in basements, mechanical rooms, laundry rooms, or common areas.
☐	No ceiling or wall water stains requiring investigation.
☐	Basement and mechanical rooms are dry.
☐	Floor drains and roof drains are clear and unobstructed.
☐	Pumps appear to be functioning normally.
☐	Resident-reported leaks have been addressed or referred for repair.

FIRE & LIFE SAFETY	
☐	Exits, corridors, and stairwells are unobstructed.
☐	Fire doors are unobstructed and appear to close and latch properly.
☐	Fire extinguishers are present, accessible, and not visibly damaged.
☐	Sprinkler valves, heads, and related equipment are accessible and unobstructed.
☐	Mechanical and electrical rooms are free of improper combustible storage.
☐	No excessive accumulation of combustible materials or debris.
☐	Exit signs and emergency lighting appear operational.

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SLIP, TRIP, & FALL	
☐	Sidewalks and walkways are free of significant cracks, holes, debris, ice, and other hazards.
☐	Floors, stairs, and landings are in good condition.
☐	Handrails and guardrails are secure.
☐	Mats, runners, and carpeting are secure and do not create a trip hazard.
☐	Wet floors have been dried, repaired, barricaded, or clearly marked.
☐	Walking areas have adequate lighting.

PROPERTY & EQUIPMENT	
☐	Boiler and mechanical equipment show no obvious abnormal condition.
☐	Electrical panels and equipment are accessible and unobstructed.
☐	Building doors and windows in common areas are secure.
☐	Roof and drainage systems show no obvious damage or blockage.
☐	Elevator and common-area equipment show no obvious damage or malfunction.
☐	Laundry areas are free of visible leaks and excessive dryer lint.

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EXTERIOR LIABILITY	
☐	Sidewalk condition is acceptable with no obvious tripping hazards.
☐	Exterior stairs, ramps, handrails, and guardrails are secure.
☐	Exterior lighting is operational.
☐	No visible loose facade material or other overhead hazard is observed.
☐	Fences and gates are secure.
☐	Snow and ice conditions have been addressed, when applicable.

FOLLOW-UP & CORRECTIVE ACTION	
Deficiency / Condition Observed:	
Location:	
Immediate Action Taken:	
Reported or Referred To:	
Corrective Action Required:	
Target / Completion Date:	

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☐	No deficiencies observed	☐	Routine repair needed
☐	Management follow-up needed	☐	**Immediate hazard identified**

IMMEDIATE ESCALATION: Report active leaks or flooding, gas odors, exposed or sparking electrical conditions, fire alarm or sprinkler impairment, blocked exits, elevator malfunction, loose facade material, structural movement, or any condition presenting an immediate danger.

Superindendent Signature: _____ Date: _____

Management Review: _____ Date: _____

This checklist documents visible conditions in accessible areas at the time of inspection. It is not a code-compliance certification or a substitute for inspection by a qualified contractor, engineer, fire protection professional, elevator contractor, or other licensed specialist.

BUILDING LOSS PREVENTION INSPECTION

Routine Superindendent Checklist

BALCONIES, TERRACES, & EXTERIOR DECKS	
☐	Balcony slabs, decking, and walking surfaces show no visible cracks, deterioration, loose material, or significant unevenness.
☐	No visible concrete spalling, exposed reinforcing steel, rust staining, or falling-material hazard is present.
☐	Railings, guardrails, posts, connections, and handrails appear secure, with no looseness, corrosion, missing components, or damage.
☐	Balcony edges, parapets, divider panels, screens, and privacy walls appear secure and free of visible displacement or deterioration.
☐	Drains, scuppers, and drainage paths are clear; no ponding water, blocked outlets, or drainage toward the building is observed.
☐	No visible water intrusion, staining, failed sealant, open joints, or damaged waterproofing is observed at the balcony or adjacent wall/door.
☐	Balcony doors, thresholds, and surrounding frames appear secure and show no obvious leakage, rot, corrosion, or deterioration.
☐	No loose furniture, planters, equipment, antennas, unsecured objects, or excessive storage create a falling-object or wind hazard.
☐	No unauthorized alterations, penetrations, attached fixtures, enclosures, or unusually heavy loads are visibly apparent.
☐	Combustible storage, grills, heaters, open-flame devices, and extension cords comply with building rules and are not creating an obvious hazard.
☐	Balcony lighting and electrical fixtures appear intact, securely mounted, and free of exposed wiring or visible damage.
☐	Areas below balconies are checked for fallen debris, loose material, staining, or other signs of deterioration above.

Routine inspection of accessible common areas - report urgent hazards immediately

IMMEDIATE ESCALATION: Restrict access and notify management immediately for loose or unstable railings; significant cracks or movement; spalling or falling concrete; exposed reinforcing steel; active water infiltration; overloaded conditions; unsecured objects that may fall; or any condition presenting an immediate danger. Do not attempt structural repairs.

BALCONY OBSERVATIONS / FOLLOW-UP	
Location / Unit:	
Condition Observed:	
Immediate Action Taken:	
Reported or Referred To:	

This section documents visible conditions in accessible areas only. It is not a structural, facade, waterproofing, electrical, fire-code, or code-compliance inspection.
Conditions of concern should be evaluated by a qualified contractor, architect, engineer, or other licensed specialist, as appropriate.