



Department of Engineering

ZONE MECHANIC ROUNDS

ZONE _____

DATE: _____

Zone Mechanic's shall make rounds through their areas of responsibility every Monday morning. Rounds shall consist of inspecting the following and any other tasks deemed appropriate by the Director of Engineering, Assistant Director of Engineering, Engineering Supervisor.

- Is equipment maintained neatly on one side of hallways?
- Are corridors and routes of Egress clear?
- Are routes of Egress Clearly / Correctly marked?
- Are Egress Signs in working order?
- Are Fire Extinguishers clearly marked?
- Do Fire Extinguisher locations have 3-feet of clearance all around the area?
- Are Fire Pull Stations in good condition and intact?
- Do Fire Pull Stations have 3-feet of clearance all around?
- Are combustible materials stored properly?
- Do Smoke, Fire and Exit Doors work properly?
- Are items stored at least 18 inches below fire suppression sprinkler heads?
- Are floors in good condition?
- Are walls and wall coverings in good condition?
- Are ceiling tiles in good condition and in place?
- Are compressed gas cylinders properly secured and stored where applicable?
- Are electrical panels properly labeled?
- Are electrical panels locked?
- Are electrical outlet covers or switches in good condition?
- Do any light fixtures have burned out bulbs?
- Are corrections / repairs / replacements needed for any signage?

List deficiencies discovered / corrective actions taken:

Zone Mechanic's shall get the signature of at least one (1) Area Manager in their area (s) of responsibilities on each set of rounds.

Area Manager:	_____
Area Manager:	_____
Area Manager:	_____
Zone Mechanic:	_____