

# BuildingBlitzManual

## Purpose

Reflecting the primary commitment to student learning and success, the BuildingBlitz program provides for an annual holistic review or annual health and wellness checkup of our buildings to promote safe and

II. BlitzCoordinator– role includes:establishing

GeneralSafetyChecklist

GeneralSafetyTopic	UAARecommendedGuidance
Haz/ChemicalWasteInventories	ProvideInventoryof Hazardous/Chemicalwaste for disposal.Coordinatewith UAAEHS for collectionand/or disposal.Useinventoryform
ChemicalInventoryandSDS Updates	Updatethe ChemicalInventoryfor your building/departmentandplaceSDSinformation for eachchemicalin your SDSmanual.If itemsare addedor removedfrom your SDS manuala list shouldbe sentto UAAEHSAnyitemsbeingaddedto your hard copySDS shouldalsoincludean emailto Marcyincludinga PDFof the SDS.
Flammablesin Cabinets	All flammables that are not activelybeingusedshouldbe locatedinsidea flammables cabinet.(CompressedgasesPropaneAcetylene,etc. shouldNOTbe locatedin flammables cabinets)
CombustiblesandCorrosivesin Flammables Cabinets	Combustiblematerials such as... andCorrosibles be removed flammables

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## Facilities Engineer and Blitz coordinator Checklist

Role: The blitz coordinator role is to organize the information received from each participant using standardized inspection forms during the blitz and communicate to stakeholders findings, incorporate feedback and to lead the blitz team toward successful timelines

- Prepare blitz sign in log
- Provide inspection forms for all parties
- Collect completed inspection forms at the end of the blitz
- Send out unedited and unreviewed reports



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MechanicalShopInspection

Mech Roomand FanRoom

- Arethe Mech rooms

ElectricalShopChecklist

ElectricalRooms	No storage(related items only). Verify panel coverson. Verify panelschedule installed. Check tripped breakers.Wall or ceiling penetrations. Unusuabdor or noise.CleanlinessLighting. Secure(door closure).Proper safety clearances.
ElectricalPanels(other than in electricalrooms)	Panelscoverson and locked.
FireExtinguishers	Spotcheck
ExteriorReceptacles	Accessibleand protected
Service disconnect	Signageand locked on
Generatorand fuel tank (interior and exterior)	Secureand lit. Area clean and free from foliage or debris.Check for leaks(visual and odor)
Exterior Transformers and Switch Cabinets (visual only)	Free of obstructions and foliage. Secure. Leaks. Signage Overall condition

Building Maintenance and Carpentry/Lock Shop Checklist

- o Floors                      Check condition of all floor coverings for needed repairs. This is to include cove base, transition strips and thresholds as well as stair nose and treads.

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- o Walls                        Check condition of walls. Drywall, masonry, ceramic tile and composition panels. Also, check trim pieces and corner guards for cosmetic damage.

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- o Ceilings                    Check condition of ceiling tiles and track/grid. Note damage to drywall ceilings. Look for loose slats in slat style ceilings. Note missing escutcheons at sprinkler heads.
- o Roofs                        Check for stains on ceiling tiles and drywall ceilings to Exterior



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BuildingAutomation System(BAS)Inspection

- Cabinetssecured
- Cabinetsclean,free

