

FORM 3-12 Major Equipment Inspection Report

[company logo, name, and address]

Property	Date Inspection Completed
----------	---------------------------

Items	Condition o,	Maintenance Required	Estimated Costs
HVAC PLANT			
Organization			
Signs			
Filters			
Motors			
Mounting			
Controls			
Power			
Pumps			
Tubes/Valves			
Doors/Locks			
Floor/Covering			
Walls/Coverings			
Ceiling			
Windows/Coverings			
Closets			
Cabinets			
Lighting (2)			
Electrical outlets			
Fire alarm/Equipment			
HOT WATER HEATER(S)			
Tank			
Pumps			
Pipes			
Insulation			
Water temperature			
Controls			
ELEVATORS			
General operation			
Signal buttons			
Floor numbers			
Doors			
Control mechanisms			

(continued)

Items	Condition	Maintenance Required	Estimated Cost
Cables			
Motor			
Shaft walls			
Shaft ceiling			
Signs			
Phone			
Lighting (2)			
Emergency switch			
Certificates/ Permits			
Fire alarms/Equipment			
POOL			
Pumps			
Motors			
Filters			
Controls			
Chemical balance			
Fences/Locks			
Deck area			
Tile			
Lockers			
Signs			
Vending machines			
Lighting (2)			
Fire alarms/Equipment			
Trash containers			
LAUNDRY			
Washers			
Dryers			
Tubs and faucets			
Drains			
Bathrooms			
Furniture			
Vending machines			
Lighting (2)			
Electrical outlets			
Doors/Locks			
Fire alarms/Equipment			
Trash containers			

Items	Condition	Maintenance acquired	Estimated Cost
EQUIPMENT ROOM/MAINTENANCE SHOP			
Organization			
Doors/Locks			
Floor/Covering			
Walls/Coverings			
Ceiling			
Windows/Coverings			
Closets/Cabinets			
Lighting (2)			
Electrical outlets			
Signs			
Fire alarms/Equipment			
Trash containers			

(1) Note general appearance. if appropriate.
 (2) Check fixtures, bulbs, switches, and timers.

	ey	Date
Prepared	_____	_____
Reviewed	_____	_____
Reviewed	_____	_____