



Commercial Occupancy Inspection Checklist

This list is not all-inclusive and not all items may apply to your property. The City of Ferguson abides by the 2018 International Building Code.

Location

- Is the property's address clearly visible from the roadway?
- Is the parking lot properly striped?
- Are there an appropriate number of handicapped spots in the parking lot?
- Are there designated spots for hybrids/compact cars?
- Is there proper lighting in the parking lot?
- Are there cracks in the pavement that need to be repaired?
- Are unloading zones clearly marked?
- Are there wheelchair-accessible ramps leading up to the main entrance?
- Are there handrails leading up to the main entrance?
- Are there any obstructions in front of fire hydrants?
- Is there a trash dumpster on-site?
- Are ash trays available near entrances? Or are no-smoking signs posted?
- Are utility/cable boxes properly marked?
- Is the property shoveled and/or plowed during the winter?

Building Exterior

- Are exit doors unlocked during business hours?
- Are all entrances and exits properly marked?
- Is the company's name clearly visible?
- Is the building's roof in good shape?
- Are windows and doors in need of a washing?
- Is the exterior siding in good shape?
- Is the building free of vandalism?
- Are "No Smoking" signs posted?
- Are emergency exits clearly marked and free of obstructions?
- Is there sufficient lighting on the building's exterior?
- Is the rooftop elevator penthouse properly ventilated and cleaned regularly?
- Are there any cracks in the building's exterior walls?
- Are combustible materials kept away from the building?
- Are there signs of weather damage?
- Is the parking structure properly maintained?
- Are the gutters free of debris?



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Landscaping

- Does the landscaping interfere with any utility boxes?
- Are there any dead trees on the property?
- Are there shade-providing trees on the property?
- Are there any areas with dead grass?
- Is an irrigation system in place?
- Are sprinklers placed far away from walkways?
- Are planters properly mulched?
- Is grass mowed weekly?
- Are mowers/trimmers kept on-site in a locked storage building?
- Are insecticides regularly applied to plants?
- Are flower beds weeded regularly?
- Is grass fertilized regularly?

Electrical Systems

- Are all electrical boxes, outlets and switches properly covered?
- Are electrical panels properly covered and latched?
- Are electrical panels free of obstructions?
- Are extension cords used for temporary uses only?
- Do any extension cords run through walls, ceilings or doors?
- Do all electrical outlets have covers?
- Is equipment that requires higher voltage plugged into the proper outlets?
- Are there any frayed wires in the building?
- Do all outlets located within two metres of sinks and exterior doors
- include Ground-Fault Circuit Interrupters (GFCIs)?
- Is there a lockout procedure in place?

Fire Protection

- Are there any combustibles stored in the boiler room?
- Are all smoke alarms functional?
- Are smoke alarms tested regularly?
- Is smoking prohibited in the building?
- Does the building have a sprinkler system?
- Is the sprinkler system inspected annually?
- Is all storage at least 45 cm below the sprinklers?
- Are portable fire extinguishers readily available?
- Are fire extinguishers inspected regularly?
- Are fire evacuation diagrams posted throughout the building?
- Are there "EXIT" signs posted above exterior doors?
- Are flammable and combustible liquids properly tagged and stored?
- If smoking is allowed, are smoking areas properly identified?



Heating/Cooling System

- Is the boiler room kept locked?
- Are there any combustible objects kept near heaters?
- Is the building's thermostat kept at a comfortable temperature?
- Are filters replaced regularly?
- Are heating and cooling ducts free of obstructions?
- Is the heating/cooling system set back when the building is unoccupied?

Housekeeping

- Is trash removed from the building daily? And from site weekly?
- Are bathrooms cleaned daily?
- Are windows cleaned regularly?
- Does the company have a recycling policy?
- Are refrigerators emptied and cleaned monthly?

Storage

- Are all combustible and flammable liquids stored properly?
- Is there any combustible storage in unprotected attics or crawl spaces?
- Are cabinets and containers containing chemicals properly labelled?
- Are spill-containment materials readily available in case of a spill?
- Are Safety Data Sheets (SDS) available for hazardous substances?

