



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?



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?

