

# Neighborhood Risk Management Corp. HUB International Ltd.

Self Inspection and Getting to the CORE of  
your properties before “things” become a  
Loss



NTI KC – May 6, 2015



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# Self-Inspections

- ✓ Formal
- ✓ Informal
- ✓ Instinct / common sense



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# Self-Inspections

1. Establish the frequency of inspections: for example, weekly, monthly, or quarterly. Consider timing with extermination schedule.
2. Schedule the time necessary to complete the inspection fully
3. Use the forms provided
4. Take corrective action as appropriate
5. Follow up on all corrective action to make sure the identified hazards are reduced/eliminated



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# Self Inspection: Focus Areas

- ✓ Exterior conditions
- ✓ Parking Lots
- ✓ Sidewalks
- ✓ Entrances
- ✓ Floors
- ✓ Floor Matting
- ✓ Fire Protection
- ✓ Stairs
- ✓ Elevators
- ✓ Ladders
- ✓ Doors
- ✓ People Actions
- ✓ General Conditions
- ✓ Life Safety



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# Exterior Conditions

- ☐ Surfaces free of irregularities
- ☐ Surfaces level (1/2 inch)
- ☐ Surfaces paved properly
- ☐ Surfaces properly illuminated
- ☐ Surfaces free of debris accumulation
- ☐ Snow and ice is removed



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# Parking Lots

- ☐ Free of Potholes, Fissures, Obstructions or Other Impediments
- ☐ Curbs and Steps Adequately Visible/In Safe Condition
- ☐ Changes in elevation (ramps-curbs) painted contrasting color
- ☐ Snow and ice is removed



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# Entrances, Floors, and Matting

## Entrances/Floors

- ☐ Even
- ☐ Free of Water
- ☐ Free of Grease/Oil
- ☐ Free of Debris/Clutter
- ☐ Surfaces Not Slippery (wax)
- ☐ Slippery (inherent)
- ☐ Holes/Depressions
- ☐ Uncovered Openings
- ☐ Loose Boards/Tiles
- ☐ Broken Tiles
- ☐ Nails, Bolts Protruding
- ☐ Electric Receptacle

## Mats

- ☐ Mats Kept Clean
- ☐ Mats Not Oversaturated
- ☐ No Torn/Loose/Frayed Ends
- ☐ Not Curled/Uneven
- ☐ Mats Clear of Doorway
- ☐ Free of Debris/Clutter



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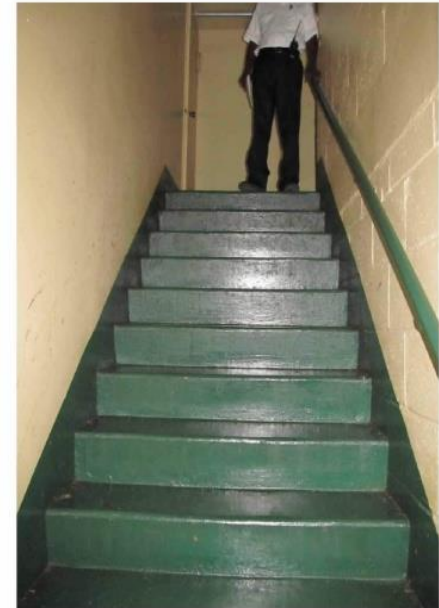
# Stairs

## Steps/Landings

- ☐ Handrails provided
- ☐ Handrails secure
- ☐ Steps and landings are well illuminated
- ☐ Steps and landings are free of debris accumulation
- ☐ Steps and landings are well maintained

## Tread Surface

- ☐ Damaged
- ☐ Uneven Spacing
- ☐ Non-slip Surface
- ☐ Grease/Oil
- ☐ Water/Other Liquid



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# Elevators & Ladders

## Elevators

- ☐ Elevator Car Properly Levels at Each Floor
- ☐ Floor Surface Free of Tripping Hazards
- ☐ Adequate Lighting
- ☐ Inspections Are Up To Date



## Ladders

- ☐ Steps/Rungs Are in Good Conditions
- ☐ Steps/Rungs Have Adequate Grip
- ☐ Ladders Are Placed on Level Surfaces
- ☐ Defective Ladders are Taken Out of Service



# Doors & General Housekeeping

## Doors

- ☐ Opens Easily
- ☐ Hardware Maintained

## General Conditions

- ☐ Aisles and Exits Are Clear of Debris and Obstructions
- ☐ Proper Lighting / No Burnt Out Bulbs
- ☐ Adequate Number of Trash Receptacles
- ☐ Trash Receptacles Clear of Walkways
- ☐ Electric/Computer Cables Clear of Walkways



# Security – Entrances

- ☐ Adequate lighting at all entrances and exits
- ☐ Use buzzer for guests and deliveries
- ☐ Locks on all entrances/exits
- ☐ All windows locked and only accessible from the inside
- ☐ Shrubbery is maintained in order to create visibility
- ☐ Exterior doors are made of core wood or metal
- ☐ Restricted key blanks which cannot be duplicated are used
- ☐ Cameras are located at each entrance/exit



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# Security – Outside the Unit

- ☐ All entryways, sidewalks, and parking areas are well lit
- ☐ Only residents' last names printed on the mailboxes
- ☐ Mailboxes are lockable and in good condition
- ☐ Building address are visible from the street
- ☐ Designated visitor parking spaces
- ☐ Apartment complex provide security services
- ☐ All trash/debris is moved away from building

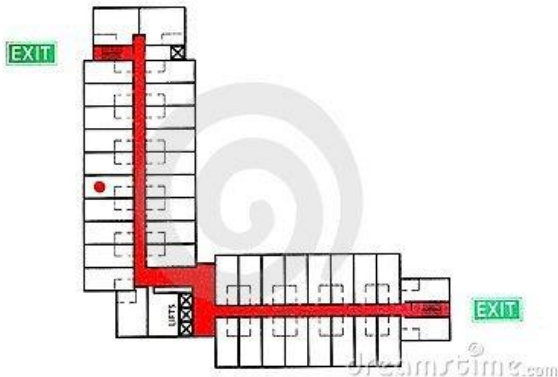


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# Security – Inside the Unit

- ❑ Each unit has a 180-degree peephole
- ❑ The doors have deadbolt locks
- ❑ Each door made of core wood or metal
- ❑ Adequate number of fire extinguishers
- ❑ Adequate number of working smoke detectors
- ❑ Emergency escape route is it posted for the residents to see
- ❑ Hallways and stairwells are well lit



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# Security – Inside the Unit

- ☐ Circuit breaker box is locked and in a room which only maintenance workers have access to
- ☐ Curtains or blinds fully cover the windows
- ☐ Landlord has a published policy in regards to issuing and replacing keys
- ☐ Doors to the laundry room are kept locked (residents are given a key)
- ☐ Exit signs are located at each exit and illuminated



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# General Inspection Reminders

- Never ignore any safety problem
- Correct problems if you can do so safely
- Report other problems right away
- Warn others of the hazard
- Develop a culture among your residents and staff of: “If you see something, say something.”
- Learn from your losses and the losses of others. Learn from the news.



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**Thank You!**



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