

Operational Best Practices	● In Place/ Effective	● In Progress/ Needs Work	● Absent/ Ineffective	N/A	Comments/ Plan for Action
Facilities Maintenance and Hazard Identification City owned and/or operated facilities, including those for which joint use agreements are in place, present risk exposures to users and neighboring facilities. A process for scheduled, documented inspection of City buildings and other facilities should be in place.					
Checklists or other tools used to document inspections are available for review.					
Action items are prioritized and are assigned for correction with a due date for completion. Completion date is recorded.					
All new or newly acquired facilities have a documented risk assessment review for structural and operational risk.					
Buildings that have not been determined to be adequately protected against natural disaster or fire are not used for public gatherings and classes or leased to others.					