

# COVID-19 Inspection Checklist Addendum



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This checklist is to be included as an addendum to the General Inspection Checklist.  
Remember: It is our duty to protect the health and safety of ourselves, our co-workers, and our clients.

## BEFORE/ PREPARATION

- ☐ **PC/PA** Contact the client to discuss inspection logistics:
  - Inform them of our new COVID-19 inspection protocol.
  - Ensure minimal number of attendees at inspection.
  - Recommend that the building owner or client NOT attend the inspection, if possible.
  - Discuss the possibility of staggering inspection times.
- ☐ **PC/PA** Contact inspector to discuss inspection logistics.
  - Confirm with inspector that he or she understands the risks and is comfortable attending the inspection.
  - Confirm that the inspector is not experiencing any symptoms related to COVID-19, nor has been in close contact with any persons who have been confirmed positive for COVID-19.
- ☐ **Inspector** Self-check for COVID-19 symptoms and take your temperature before attending the inspection. Notify the PA/PC immediately for cancellation if:
  - You are experiencing any symptoms related to COVID-19.
  - You have been in close contact with any persons who have been confirmed positive for COVID-19.
  - You are uncomfortable attending the inspection for any reason.
- ☐ **Inspector** Review COVID-19 Workplace Safety Guidelines, specifically:
  - Understanding and recognizing COVID-19 symptoms.
  - Practicing good hygiene.
  - Practicing social distancing.
  - Instructions on how to properly wear face masks.
  - Instructions on how to properly wear gloves.
  - Instructions on how to properly clean and disinfect equipment.
- ☐ **Inspector** Gather all necessary personal protective equipment (PPE):

A. Gloves	D. Sanitation Wipes
B. Face Masks	E. Trash Bags
C. Hand Sanitizer	

## DURING/ EXECUTION

- ☐ **Inspector** Before exiting vehicle and retrieving inspection tools/materials: sanitize hands, put on gloves and put on face mask.
- ☐ **Inspector** Identify what tools will be required before leaving vehicle and use only those tools to minimize potential contamination.
- ☐ **Inspector** Adhere to social distancing guidelines. Stay 6 feet away from others.
- ☐ **Inspector** Avoid contact with others and unclean surfaces (err on the side of caution; assume all surfaces are unclean).
- ☐ **Inspector** If for some reason you do need to touch a surface as part of inspection or testing, use sanitation wipes to sanitize it.
- ☐ **Inspector** Avoid touching eyes, nose and mouth.
- ☐ **Inspector** Don't lend or borrow materials from others to reduce potential cross-contamination.
- ☐ **Inspector** If others are present at the inspection, stagger attendees' entrance into the building to ensure proper social distancing practices.
- ☐ **Inspector** Conduct your interviews and complete all Pre-Inspection Questionnaires with persons having the most knowledge of the property via phone and/or email.
- ☐ **Inspector** Receive and execute all project-related documents electronically.
- ☐ **Inspector** If for some reason you do come into close contact with someone showing COVID-19 symptoms, notify PFCS and call your health provider right away.



## AFTER

- ☐ **Inspector** Properly remove and dispose of gloves (if trash can is not available on site, place on ground near vehicle; the key is to not touch your vehicle with dirty gloves or unwashed hands).
- ☐ **Inspector** Remove face mask and place in trash can, or on ground if trash isn't available.
- ☐ **Inspector** Sanitize your hands.
- ☐ **Inspector** Pull out sanitation wipes and trash bag (if trash can is not readily available).
- ☐ **Inspector** Sanitize your inspection tools and materials, including your cell phone.
- ☐ **Inspector** Dispose of wipes in trash bag (or trash can if available).
- ☐ **Inspector** Put tools away once they are clean. Don't put tools back into your vehicle without sanitizing them first.
- ☐ **Inspector** Use a sanitation wipe to recover and throw away gloves and face mask if you had to place them on the ground.
- ☐ **Inspector** Before re-entering your vehicle, sanitize hands again.

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Inspector

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QC Review



We know buildings.

