



# Technical Guidance Document

## Inspection Scheduling and Documentation

Proper documentation and scheduling are essential for ensuring compliance, identifying potential system failures, and maintaining operational efficiency (facilities maintenance softwares can assist in automating some of these recommended actions). This Technical Guidance Document outlines best practices for establishing and maintaining a comprehensive record-keeping system for facility maintenance and inspections.

### 1. Establishing Maintenance Records

- Maintain a centralized system (digital and/or physical) for logging all maintenance activities.
- Include key details such as date, service performed, responsible personnel, and follow-up actions.
- Utilize standardized forms or software to ensure consistency and accessibility.
- Keep lists of emergency contacts, critical vendors, records of warranties, manuals, and service agreements for reference during repairs.

### 2. Scheduling Preventive Maintenance

- Align maintenance schedules with manufacturer recommendations, warranties, and industry standards.
- Develop a preventive maintenance schedule for all buildings and subsequent systems.
- Set calendar reminders or use a facility management software to track upcoming tasks.
- Assign responsibility to qualified staff members and ensure accountability.

### 3. Tracking Inspections and Compliance

- Maintain logs of required inspections.
- Hold test results, deficiencies, and corrective actions for compliance with NFPA, OSHA, and local regulations.
- Ensure inspection reports are provided and signed by responsible vendors personnel.
- Retain historical data to track trends, predict potential failures, and justify budgetary needs.

### 4. Emergency and Corrective Maintenance Logs

- Record details of emergency repairs, including cause, response time, and resolution.
- Ensure follow-up actions are documented and completed to prevent recurrence.

**Disclaimer:** The material contained herein is intended for general informational purposes only. It is not intended as legal advice and should not be construed as such. Any inquiries concerning Massachusetts law should be directed to a city solicitor, town counsel or other licensed attorney.

