



Facilities Management

Inspection Scheduling and Documentation

To ensure the smooth operation of municipal facilities, administrators and facility managers must establish and maintain comprehensive documentation and maintenance schedules. Proper record-keeping is essential for compliance, identifying potential system failures, and improving operational efficiency.

Loss Lessons Learned: Past losses have shown that inadequate documentation and irregular inspection schedules can lead to missed maintenance, regulatory non-compliance, and system failures. Facilities without centralized logs or preventive schedules faced delays in identifying issues, resulting in costly repairs and safety risks.



Steps to Protect Your Facilities: To help you manage your facility's maintenance more efficiently, MIIA has developed a comprehensive [Technical Guidance Document](#) that outlines essential steps for establishing and maintaining proper documentation and schedules. The guidance provides clear instructions for record-keeping and scheduling action, including:

- Maintain a centralized log for all maintenance activities, ensuring consistent records of dates, services performed, and responsible personnel.
- Develop and follow a preventive maintenance schedule for HVAC, plumbing, security, and fire protection systems, aligned with manufacturer recommendations and regulations.
- Keep detailed logs of required inspections, documenting results and corrective actions to ensure compliance with NFPA, OSHA, and local regulations.
- Record emergency repairs, including the cause, response time, and resolution, tracking trends to adjust future maintenance strategies.

For complete details on the steps to protect your facilities, please refer to the linked [Technical Guidance Document](#). In addition, some of these practices may be eligible for MIIA Rewards credit, and the tools may be eligible for a MIIA Risk Management or Flex Grant. Please discuss with your Risk Manager for further details.

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.



Massachusetts Interlocal Insurance Association
617-426-7272 • www.emiia.org
Nonprofit, Locally based, Member driven

FOLLOW US:



MIIA | 3 Center Plaza Suite 610 | Boston, MA 02108 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)