Safeguard
Properties

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FNMA Safety Hazard Checklist

The following items are safety hazards that may be found are required to be compliant upon completion of the Initial Services order. These items should be addressed immediately on-site with no bids should be required. Expectations remain that the below hazardous conditions are monitored and addressed during the completion of on-going monthly services.

Light Bulb Replacement: Interior and Exterior Required	
___Replace all missing, broken, or non-functioning light bulbs, including all fluorescent and décor bulbs	___Utilize the Exterior Light to repair, reattached, or replace exterior light fixtures

Boarding and Securing:	
___Remove all broken glass from doors/frames	___Reglaze all broken windows as first option. If unable, install clear-boarding to damaged/unsecure window
___All ground level windows or windows accessible from the exterior are locked with functional locks	___Utilize the Exterior Door Allowables and Garage Door Allowables to replace/repair damages doors
___Tape all cracks in glass with clear tape	

Exterior Safety Issues	
___Secure all outbuildings with combination padlock if padlock is missing but doors are present and functional	___Remove laundry lines and rope swings
	___Coil and secure all exterior wires (cable, satellite lines, etc.)
___Remove all exterior hooks and nails under 8 ft. from walls, doors, etc. from main dwelling, garages, and outbuildings	___Remove all broken glass
___Secure all existing loose or install missing handrails per local code using the instructions in the work order	___Secure all exterior closets, basement/cellars doors, storm doors, storm/shelter/crawlspace doors with combo padlock
___Replace or secure all loose or damaged steps	___Cap Dryer Vent
___Remove or secure all exterior trip hazards	___If pool is present, area must be secured including installing combination padlock if missing. Install safety fence if no fence is present.
___Fill all exposed holes in the ground	
___Remove wasp, hornet or bee nests from any property entry	*Combination padlocks must be used. Lock and key padlocks are NOT permitted*
___Cap all exposed electrical wires (this includes low voltage, electrical, phone, speaker wires)	

Interior Safety Issues	
___Remove all broken glass	___Cap all exposed wires including low voltage (electrical, phone wires, speaker, etc.)
___Remove all protruding interior hooks from within 8 ft. of the floor from walls, doors, ceilings, closets, etc.	___Replace missing or broken outlet covers
___Remove all empty curtain or window treatment hardware from windows, walls, and doors.	___Install blank cover plates on missing electrical fixtures
	___Install blank breaker covers on missing breakers
___Cut off any protruding screws/bolts (Clearboarding)	___Install or secure missing floor register covers
___Coil and secure all loose cords (cable, phone lines, etc.)	___Board/secure holes in the floor posing trip hazards
___Secure all existing loose or install missing handrails per local code using the instructions in the work order	___Secure loose ceiling fans and light fixtures
	___Secure loose cabinets, doors, drawers, countertops
___Replace/secure all loose or damaged steps per code	___Remove all exposed carpet tack strips and nails
___Replace missing or broken switch plate covers	___Cover open dryer vents with duct tape
___Cap all open water lines as needed (HWT, refrigerator, washer lines, dishwasher, open plumbing, etc.)	___Cap all open gas lines using plumbing tape, material type, and correct size gas cap

Smoke and CO Detectors	
___Smoke detectors are present/operable per code	___CO Detectors are present/operable per code

Signature _____   Date: _____

Revised 06.14.17