



Residential Re-Entry Programs Weekly Facility Review Form

Cincinnati _____
Dayton _____

Mansfield _____
Toledo _____

Staff completing review: _____

Date and time of review: _____ at _____
Date Time

Inspection items	Yes	No	Comments/Follow up	Date Correct ed	Staff Initial s
Resident Supervisor Office/Control Booth					
Office is clean and tidy. All personal belongings are properly stored. All required postings are visible. First aid kits are stocked and inventoried. AED is available and charged.	<input type="checkbox"/>	<input type="checkbox"/>			
Dorm Areas					
Ceilings, walls, floor and windows are clean and in good repair. Lighting fixtures are in good working order with no burned out or missing bulbs. No extension cords are in use. Bunks are made and are in good repair. Walkways are free of clutter/trip hazards. Evacuation plans are posted. No contraband or other unallowable items are observed. Night stands and lockers are free of clutter and well maintained.	<input type="checkbox"/>	<input type="checkbox"/>			
Laundry Rooms					
Washers & dryers are clean inside and out and in good working order. Dryers are properly vented. No buildup of lint in dryer vents, on walls, or behind and under machines. Floors, walls and ceilings are clean and in good repair. Lighting fixtures are in good working order with no burned out or missing bulbs. Trash has been emptied.	<input type="checkbox"/>	<input type="checkbox"/>			
Janitor Closet					
Doors are locked if not in use. Mops/brooms are clean and in good repair. Shelves and floors are clean and in good repair. Chemicals are appropriately stored.	<input type="checkbox"/>	<input type="checkbox"/>			
Common Areas (Day Rooms/Group Rooms/Weight Room)					
Ceilings, walls and floors are clean & in good repair. Lighting fixtures are in god working order with no missing or burned out bulbs. Walkways and doors are free of clutter/tripping hazards. Evacuation plans are posted. Exit signs are lit. Windows, sills and coverings are clean, dust free, and in good working order. No contraband or unallowable items are observed. Phones are clean and in good repair. Furniture is clean and in good repair. Wall fans are clean and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>			
Restrooms (resident & staff)					
Sinks, showers and fixtures are clean & in good repair. Urinals and toilets are clean and in good repair. No signs of mildew throughout. Walls, floors and ceilings are clean and in good repair. Floors and counters are free of clutter/trash. Lighting fixtures are in good working order with no missing or burned out bulbs. Trash has been emptied. Bathroom is fully stocked.	<input type="checkbox"/>	<input type="checkbox"/>			
Restricted Areas					
Doors are locked as required. No sign of resident activity in areas where residents are not permitted.	<input type="checkbox"/>	<input type="checkbox"/>			

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Lobby Area					
Ceiling, walls and floors are clean & in good repair. Lighting fixtures are in good working order with no missing or burned out bulbs. Exit signs are lit and Evacuation Plans are posted. Walkways and doorways are free of clutter/tripping hazards. Furniture is clean and in good repair. Vents are clean.	<input type="checkbox"/>	<input type="checkbox"/>			
Records Room					
Area is clean and in good repair. Door is locked if unoccupied. resident identifying paperwork is not laying out unattended.	<input type="checkbox"/>	<input type="checkbox"/>			
Maintenance					
Flammable liquids or chemicals are not being stored. Snow blowers, lawnmowers and other gas-operated equipment are not being stored in the building unless fully emptied of gasoline, oil and other flammable liquids. Tools locked & inventory current.	<input type="checkbox"/>	<input type="checkbox"/>			
Stairwells					
Clean and in good repair. No chipped paint. Handrails in good working order. Lighting works properly and there are covers on bulbs.	<input type="checkbox"/>	<input type="checkbox"/>			
Outside					
Smoking area is free of cigarette butts. Proper smoking receptacles are in use and emptied daily. Parking lot and walkways are well lit and free of trash/debris. Walkways are free of snow, ice and other safety hazards. Building is free of graffiti or other visible damage.	<input type="checkbox"/>	<input type="checkbox"/>			
Kitchen & Dining Area					
Floors, walls, and ceilings are clean and in good repair. Light fixtures are in good repair. Coolers/freezers are clean and in good repair. No signs of insect or rodent infestation. Food appears to be stored properly at least 6" from the floor and in a manner that protects from contamination. Kitchen staff are wearing hair nets/hats and latex gloves to prepare and serve food. All surfaces and equipment (including meat slicer, mixer, microwave and stove) used in the preparation and serving of food is clean. Sinks and dishwasher are clean and free of debris. No buildup of grease in and around stove.	<input type="checkbox"/>	<input type="checkbox"/>			

Maintenance Requests	
Repair Needed	Date Requested

Supervisory Review		
Ensure all necessary maintenance requests have been made and that appropriate follow-up measures have been taken to correct deficiencies. Ensure staff have verified corrections and indicated such with initials above.		
Print Name of Person Reviewing	Signature of Person Reviewing	Date
Comments:		