BUILDINGS MANAGER CONCESSIONS INSPECTION RECORD

NAME OF INSPECTION

DATE OF INSPECTION

BUILDING | LOCATION | GROUP

☐ CAFETERIA ☐ SNACK BAR ☐ BLIND STAND
☐ STAFF DINING ROOM ☐ OTHER *(Specify)*

AREA

1. SIZE AND ADEQUACY

A. SIZE SQ. FT. | B. SEATING CAPACITY SEATS | C. AVERAGE NUMBER OF CUSTOMERS PER DAY

D. IS TOTAL SPACE SATISFACTORY? ☐ YES ☐ NO

E. WHAT CAN BE ACCOMPLISHED TO ENLARGE OR MAKE BETTER USE OF EXISTING SPACE?

F. APPROXIMATE COST $ | G. YEAR RECOMMENDED

2. TEMPERATURE CONTROL

A. AIR CONDITIONING ☐ YES ☐ NO

B. TYPE RECOMMENDED

C. COST TO INSTALL $ | D. YEAR RECOMMENDED

E. ADEQUATE OF HEATING ☐ YES ☐ NO

F. COMMENTS AND RECOMMENDATIONS

3. FLOORS

A. MATERIAL | B. YEAR INSTALLED

C. CONDITION SATISFACTORY ☐ YES ☐ NO

D. COST TO REPAIR OR REPLACE $ | E. YEAR RECOMMENDED

F. IS CONTRACTOR PERFORMING SATISFACTORY FLOOR CLEANING AND MAINTENANCE? ☐ YES ☐ NO

G. COMMENTS AND RECOMMENDATIONS

4. WALLS

A. COLOR | B. DATE LAST PAINTED

C. CONDITION SATISFACTORY ☐ YES ☐ NO

D. RECOMMENDATIONS AND IMPROVEMENTS

E. COST TO ACCOMPLISH $ | F. YEAR RECOMMENDED

5. CEILING

A. HEIGHT | B. TYPE

C. DROPPED ☐ YES ☐ NO | D. DATE INSTALLED

E. RECOMMENDATIONS

F. COST TO ACCOMPLISH $ | G. YEAR RECOMMENDED

6. ACOUSTICS

A. SATISFACTORY ☐ YES ☐ NO

B. RECOMMENDATIONS

C. COST TO ACCOMPLISH $ | D. YEAR RECOMMENDED

7. DOORS

A. ADEQUATE FOR INGRESS AND EGRESS ☐ YES ☐ NO

B. RECOMMENDATIONS

C. COST TO ACCOMPLISH $ | D. YEAR RECOMMENDED

8. WINDOWS

A. TYPE

ITEM	YES	NO
B. EXTERIOR SCREENS	☐	☐
C. VENETIAN BLINDS	☐	☐
D. DRAPES	☐	☐
E. SATISFACTORY	☐	☐

F. RECOMMENDATIONS

G. COST TO ACCOMPLISH $ | H. YEAR RECOMMENDED

9. LIGHTING

ITEM	YES	NO
A. DINING ROOM	☐	☐
B. COUNTER AREA	☐	☐
C. KITCHEN	☐	☐
D. REFRIGERATORS	☐	☐
E. DISH ROOM	☐	☐
F. STORAGE AREAS	☐	☐

G. RECOMMENDATIONS

H. COST TO ACCOMPLISH	I. YEAR RECOMMENDED
$	

10. WATER SUPPLY

A. VACUUM BREAKERS ☐ YES ☐ NO

B. COST TO ACCOMPLISH	C. YEAR RECOMMENDED
$	

D. REMARKS

11. REFRIGERATION

A. ADEQUATE ☐ YES ☐ NO

B. RECOMMENDATIONS

C. COST TO ACCOMPLISH	D. YEAR RECOMMENDED
$	

12. GARBAGE REMOVAL

ITEM	YES	NO
A. GARBAGE REFRIGERATOR	☐	☐
B. ADEQUATE DISPOSAL	☐	☐
C. CAN WASHING FACILITIES	☐	☐

D. RECOMMENDATIONS

E. COST TO ACCOMPLISH	F. YEAR RECOMMENDED
$	

13. FREIGHT FACILITIES

A. ELEVATOR ☐ YES ☐ NO

B. ADEQUATE ☐ YES ☐ NO

C. RECOMMENDATIONS

D. COST TO ACCOMPLISH	E. YEAR RECOMMENDED
$	

14. SAFETY EQUIPMENT

ITEM	YES	NO
A. EXITS PROPERLY IDENTIFIED	☐	☐
B. RECESSED FLOOR DRAINS	☐	☐
C. NON-SKID FLOORS	☐	☐
D. PROPER NUMBER OF EXTINGUISHERS	☐	☐
E. PROPER TYPE OF EXTINGUISHERS	☐	☐
F. PROPER HOOD FILTER INSTALLATIONS	☐	☐
G. DUCTS FREE OF GREASE	☐	☐

H. RECOMMENDATIONS

I. COST TO ACCOMPLISH	J. YEAR RECOMMENDED
$	

15. EQUIPMENT

LIST ANY ITEMS OF EQUIPMENT THAT ARE DEFICIENT WITH RESPECT TO SERVICEABILITY, SANITATION, APPEARANCE, OR SAFETY. INCLUDE NECESSARY RECOMMENDATIONS AND ESTIMATED COSTS.

INSTRUCTIONS

Prepare GSA Form 1782 in duplicate for each inspection. Submit one copy to the regional office, Buildings Management Division. The other copy is to be retained by the Buildings Manager.

This form is to be completed by the Buildings Manager when conducting concession inspections with regional inspectors. It will serve to record pertinent data, unsatisfactory conditions of obsolescence and deterioration related to the concession and the building, which are the responsibilities of GSA to correct. On the basis of this record of inspection, items noted for alteration, repair, or improvement, which require immediate attention, should be identified for action or programmed for timely completion according to their urgency and the availability of funds.