

Critical equipment areas checklist

(Critical equipment in tenant space, main telephone room, EDP center, etc.)

Building:

Floor:

**Area evaluated
(department, room number or equipment name):**

Instructions:

1. Complete for each critical equipment area.
2. Reduce the potential for problems by reviewing this list while planning/designing new construction, renovation projects or relocation.

Even a small amount of water or other liquid falling on critical equipment can result in total shutdown until it has been cleaned, tested and recertified. It's critical to identify sources of water or other liquids immediately above critical equipment areas. Once identified, analyze the potential for leakage and wetting. Take measures to eliminate, reduce or protect against possible leakage. Basements are the least desirable locations for valuable equipment.

	Item	Yes	No	Actions/Comments
1	Are there water lines, drains or other liquid piping in the ceiling directly above valuable equipment?			
2	Do these lines contain fittings, valves or other devices with connections above the equipment?			
3	If they cannot be removed or relocated, what can be done to determine their integrity?			
4	Is there any evidence of leakage? If yes, indicate repair schedule.			
5	On the floor directly above the valuable equipment room, are there any bathrooms, slop sinks or other rooms with fixtures or equipment containing water, steam or liquids?			
6	Are locations of shutoff valves noted by fixtures or on a floor diagram?			
7	Are shutoff valves marked and easily accessible?			
8	Does the floor directly above the valuable equipment area contain any poke-throughs (penetrations) for conduit, pipe, cabling, etc., through which water can flow down onto the equipment?			

	Item	Yes	No	Actions/Comments
9	If yes, are the open spaces well sealed to prevent water penetration? If not, indicate repair schedule.			
10	Is a spill response kit or cart, including plastic sheeting to cover and protect equipment/furnishings/documents, readily available?			
11	Has the entire staff of operators, maintenance and housekeeping been trained to report any type of liquid leak to the maintenance department for immediate attention?			
12	If leakage onto the equipment occurs or potentially will occur, are attendees instructed to immediately shut off power to electrical equipment when safe to do so, and protect equipment with plastic sheets?			
13	For valuable equipment areas located in the basement, are there any water mains, sprinkler mains or liquid utility piping entering through the walls or floor?			
14	Is an underground plan of these mains immediately available showing the location of shutoff valves in the event an underground leak causes water to flow through the wall or floor opening?			
15	For areas that are unoccupied periodically, are there any water sensors on the floor or excess humidity sensors available to provide an alarm to a constantly attended position?			

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