

## Facility Safety Inspection Checklist

BUILDING AREA: \_\_\_\_\_ DATE: \_\_\_\_\_

INSPECTOR(S): \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

*Instructions: This form should be completed **once a month** and submitted to the City-wide Safety Unit to ensure the safe and proper maintenance of City facility. This checklist is by no means all-inclusive. You should add to the items listed or delete items based upon their applicability in your work environment. Carefully consider each item.*

Description of Inspection	Satisfactory		Notes
<b>1. EXITS</b>			
a. Clearly Marked	Yes	No	
b. Unobstructed	Yes	No	
c. Exit Doors Unlocked	Yes	No	
d. Exit Lights Illuminated	Yes	No	
e. Emergency Lights	Yes	No	
f. Exit signs, Battery Back-Up	Yes	No	
<b>2. FIRE PROTECTION</b>			
a. Fire Extinguishers Adequate	Yes	No	
b. Fire Extinguishers Visible/Evidence of Service	Yes	No	
c. Fire Alarm System Functioning	Yes	No	
d. Fire Alarms Unobstructed	Yes	No	
e. Detectors in Good Condition	Yes	No	
f. Fire Sprinkler System (Within 10" Distance Unobstructed)	Yes	No	
g. Fire Doors in Good Condition & Unobstructed	Yes	No	
h. Combustible Trash Material Properly Stored	Yes	No	
i. Fire Extinguisher Annual Inspection	Yes	No	
j. Tag and 5 Year Hydrostatic Test	Yes	No	
k. Fire Alarm System Annual Inspection Tag	Yes	No	
l. Storage 18" Below Sprinklers	Yes	No	
m. Fire Sprinkler System Quarterly Maintenance by Licensed Company	Yes	No	
<b>3. ELECTRICAL SAFETY</b>			
a. Building Lights, Switches, and Outlets in Good Condition	Yes	No	
b. Equipment Grounded	Yes	No	
c. Equipment Cords in Good Condition	Yes	No	
d. Outlet Covers in Place	Yes	No	
e. Extension Cords Used Properly-In Good Condition	Yes	No	
f. Surge Protectors Have Circuit Breakers	Yes	No	
g. Electrical Wiring and Cords Maintained in One Area (Not thru Doors, Walls, Floors, Ceilings)	Yes	No	
h. "No Storage" / Danger – Do Not Enter Sign for Electrical Room	Yes	No	
i. Extension Cords Being Used as Fixed Wiring (Should Not Exceed 6' in Length)	Yes	No	
<b>4. HVAC System</b>			
a. Interior Surface / Insulation Clean	Yes	No	
b. Air Handling Unit Maintained Regularly	Yes	No	
c. Vents / Exhaust Fans Clean	Yes	No	
d. Electrical Wiring or Panels Exposed	Yes	No	
<b>5. GENERAL SAFETY</b>			
a. Floors Clean / Dry	Yes	No	
b. Floors / Aisles Clear & Aisle must be 36" width	Yes	No	
c. Is Surface Level and in Good Condition	Yes	No	
d. Steps / Stairs in Good Condition	Yes	No	
e. Materials Properly Stored	Yes	No	
f. Chemicals Properly Stored	Yes	No	
g. Materials Safety Data Sheet Available	Yes	No	
h. Fire Evacuation Plan Available	Yes	No	
i. Eye Wash Available (When Required)	Yes	No	
j. Emergency Showers Available (When Required)	Yes	No	
k. Adequate Ventilation	Yes	No	
l. Good Housekeeping	Yes	No	
m. Refuse Removed Daily	Yes	No	
n. Exterior of Building Maintained (No Safety Hazards)	Yes	No	
o. Interior Lighting Adequate	Yes	No	
p. Exterior Lighting Adequate	Yes	No	
q. Handicapped Access / Signage	Yes	No	
<b>OTHER CONCERNS: (Attach it to this list in a separate sheet of paper).</b>			