Safety Inspection Checklist

Building Department(s): PLUMBING / ELEC / PLUMBING / FIRE CONTROL OFFICE **Date:** 11 09/07 **Time:** 8:30 A.M.

Inspector(s): Joe Bell / Lance Wilson / Patty Sunderland **Building Representative:** Bob Johnson

Checklist Items	Yes	No	N/A
A. General – All Areas			
1. Are all ceiling tiles in place and in good condition?	✓		
2. Are all floorboards and tiles in good condition and properly attached?	✓		
3. Are all electrical outlets free of exposed wiring and properly covered? Extension & heavy duty wiring not to be used as permanent wiring. Report all to FM.	✓		
4. Are all walking or working surfaces free of obstructions, spills, hazards?	✓		
5. Are fire exits clear, unobstructed and properly marked as to their designation?	✓		
6. Are all fire extinguisher with charge gauge with operable in working order, current?	✓		
7. Is investigation of Sick Syndrome, etc. completed where required?	✓		
B. General – Offices			
1. Are shelves and bell guards in place and in good condition?			✓
2. Is electrical machinery securely secured to the floor?			✓
3. Are electrical wires or cords secured and adjacent to avoid personal injury and equipment damage?			✓
4. Are all doors appropriately identified as to occupancy/function of room?			✓
5. Are fire doors and walls not propped open/removed and properly functioning?			✓
6. Are exit signs illuminated and functioning properly (e.g. Exit, Emergency, Directional) and with warning lights and emergency?			✓
7. Are electrical/mechanical/plumbing equipment rooms free of hazards?			✓
C. General – Lab Studios			
1. Are ceiling tiles in place and in good condition?			✓
2. Are working surfaces made from non-porous material, cleanable and in good condition?			✓
3. Are all exits accessible and emergency equipment available?	✓		
4. Are chemicals, flame and combustibles stored in the appropriate place in a safe and secure way?			✓
5. Are proper respiratory and personal protective equipment available and with warning signs and instructions?			✓
6. Are safety and warning signs in place and in good condition?			✓
7. Are emergency showers and eyewash stations in working order?			✓
D. Kitchen/Canteen			
1. Are all electrical appliances in good condition?	✓		
2. Are all sinks and drains in good condition?	✓		
3. Are food stuffs properly and properly stored?	✓		
4. Are all fire extinguisher in the appropriate place and in working order?	✓		
5. Are all fire doors and walls in good condition?	✓		

Checklist Items	Yes	No	N/A
E. Stairwell			
1. Are there at least three (3) feet of clearance in front of stairwell entrance?		✓	
2. Are stairs free of debris, properly lighted and in good condition?			✓
3. Are the stairs of adequate width, height, protrusions, and gaps and angle, and adequate?	✓		
4. Are all electrical equipment plugged directly into the wall outlet?		✓	
5. Are all stairwells free from damage or obstructions?	✓		
6. Are stairwell and circuit breakers properly identified as to any service they are in and in working order?	✓		
7. Are circuit breaker panels free of combustible materials?		✓	
8. Are stairwell doors in place and functional, locks in working order?	✓		
9. Are "Warning High Voltage" signs installed on high voltage transformers for systems above room or floor?			✓
10. Are all stairwells, including light fixtures, protected from physical damage by protective cage?	✓		
F. Emergency Equipment			
1. Are emergency equipment (alarm pull boxes, extinguisher, sprinkler, etc.) accessible and not obstructed by furniture?	✓		
2. Are emergency lighting/power systems provided in the stairwell/landing areas?			✓
3. Are emergency exit signs functioning and properly visible?			✓
4. Are emergency equipment in good condition?	✓		
5. Are fire alarm accessible and fully operable?			✓
G. Storage – Office			
1. Are all shelving and boxes in good condition?	✓		
2. Are shelving and boxes properly secured to avoid tipping?	✓		
3. Are all shelves and boxes free of combustible materials, storage and stacking high?	✓		
H. Storage – Lab Studios			
1. Are all shelves and boxes in good condition and free from damage?	✓		
2. Are chemicals in a safe, secure and properly labelled manner?		✓	
3. Are chemicals in a safe, secure and properly labelled manner?			✓
4. Are chemicals properly stored in a safe and secure way?			✓
5. Are chemicals properly stored in a safe and secure way?			✓
6. Are combustible items at least 18 inches from ceiling grids?		✓	
7. Are all flammable materials free of damage or deterioration?			✓
8. Are all flammable liquid storage cabinets in the back of the studios?	✓		
9. Are gas tanks secure and properly?			✓