# 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? | | | ✓ |