



Facility Safety Inspection Checklist

Facility/ Site Inspected: _____

Date Completed: _____

GENERAL SAFETY Inspection Completed by: _____

Explain all negative responses. Include locations in you explanations of specific concerns. Use N/A when appropriate.

A	GENERAL SAFETY	YES	NO	N/A	Unable To Determine
1	Is adequate and functioning lighting provided in all work areas?				
2	Is the elevator(s) inspection certificate(s) up-to-date?				
3	Are the elevator(s) functioning properly? (Document any specific complaints about the elevator <u>not</u> working properly in "Comments" Section)				
4	Are work areas free of tripping hazards (cords/wires, free-standing electrical fixtures, etc.)? (Document specific areas of concern in the "Comment" section)				
5	Is furniture (e.g. desks, chairs, filing cabinets) in good and safe condition?				
6	Is overhead storage utilized properly, so as not to create unsafe work environments?				
7	Are all boxes, shelving units, furniture, etc., 18" or further away from any fire sprinkler heads?				
8	Are basic First Aid supplies adequate?				
9	Are Material Safety Data Sheets (MSDS) available and accessible to all employees?				

General Safety Concerns And Other Comments:



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FIRE & ELECTRICAL HAZARDS Inspection Completed by: _____

Explain all negative responses. Include locations in you explanations of specific concerns. Use N/A when appropriate.

B	FIRE & ELECTRICAL HAZARDS PREVENTION AND SAFETY	YES	NO	N/A	Unable To Determine
10	Is an adequate number of portable fire extinguishers provided so that they are readily accessible?				
11	Are portable fire extinguishers mounted, located and easily identifiable?				
12	Are portable fire extinguishers visually inspected each month? (There is an inspection card on all fire extinguishers that needs to be dated and signed monthly.)				
13	Are annual maintenance checks of portable fire extinguishers completed and do inspection tags on each extinguisher reflect the date completed?				
14	Are all fire alarms functioning properly and tested annually? Date of most recent test: _____				
15	Are planned and unplanned fire drills conducted at regular intervals? Last drill: _____				
16	Are electrical outlets adequate (no overloads or unapproved extension cords in use)?				
17	Are electrical and extension cords used to connect equipment undamaged?				
18	Are all employee lounge areas free of any visual evidence of a fire hazard or violation? (Please document any specific concerns in the "Comment" section below)				
19	Are electrical panels labeled properly and free of defects?				
20	Are areas surrounding the electrical panel(s) free of flammable, hazardous, combustible material? If no, is there a min. clearance of 36" surrounding the electrical panel(s), as required by Fire Code?				
21	Are electrical closets free of storage?				

Fire and Electrical Hazard Prevention and Safety Concerns And Other Related Comments:



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GENERAL ENVIRONMENTAL CONTROL Inspection Completed by: _____

Explain all negative responses. Include locations in you explanations of specific concerns. Use N/A when appropriate.

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GENERAL SAFETY Inspection Completed by: _____

Explain all negative responses. Include locations in you explanations of specific concerns. Use N/A when appropriate.

C	GENERAL ENVIRONMENTAL CONTROL- HOUSEKEEPING	YES	NO	N/A	Unable To Determine
22	Are Carpeted floors clean and are there no areas where there are loose carpet, rips or bumps? (Indicate specific carpeting concerns and their locations in the "Comments" section below)				
23	Are all carpeted areas free of safety concerns, such as tripping hazards?				
24	Are uncarpeted floors clean, slip-resistant, in good repair with threads in place? (Indicate specific flooring concerns and their locations in the "Comments" section below)				
25	Are warning signs and/or mats provided when floors are wet?				
26	Are restroom facilities clean and sanitary?				
27	Are restroom facilities adequately stocked with necessary supplies?				
28	Are staff lounge and eating areas clean and sanitary?				
29	Are drinking fountains clean and in good working order?				
30	Are work areas free of rodents, insects and vermin? Any potential for rodent , mosquito, fly or roach breeding/infestation should be documented below.				
31	Are ceiling fan blades safe and clean?				
32	Are the waste receptacles emptied regularly?				
33	Are the adequate type (tight-fitting covers where needed) and number of waste receptacles provided?				
34	Are storage areas clean and clear of debris or clutter?				
35	Are walls and woodwork clean?				
36	Are there cleaning schedules for issues employees are responsible for, such as cleaning refrigerators, microwaves, stoves, toasters, dishes, etc.?				

General Environmental Control- Housekeeping Concerns And Other Comments:



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Egress Inspection Completed by: _____

Explain all negative responses. Include locations in you explanations of specific concerns. Use N/A when appropriate.

D	EGRESS	YES	NO	N/A	Unable To Determine
37	Are devices or alarms, which were installed to restrict the improper use of an exit, installed and functioning so that they cannot impede emergency use of such exit?				
38	Are all emergency exit doors clearly marked and functioning properly?				
39	Are emergency and exit lights in working order?				
40	Are doors arranged to be readily opened from the egress side whenever the building is occupied?				
41	Are all exits marked by a readily visible sign with letters at least 6" high and 3/4" wide?				
42	Where exits are not readily visible, are the accesses to the exits marked by readily visible signs?				
43	Are means of egress (i.e. hallways and stairways) continually maintained free of all obstructions or impediments?				
44	Are halls, stairwells, and exits clear of boxes, furnishings, clutter, etc?				
45	Are stairways well lighted, handrails in good condition and stair treads in place?				
46	Are closed stairways provided with railing on at least one side?				

Egress Concerns and Other Comments:



Facility Safety Inspection Checklist

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Maintenance Inspection Completed by: _____

Explain all negative responses. Include locations in you explanations of specific concerns. Use N/A when appropriate.

E	MAINTENANCE (Exterior and Interior)	YES	NO	N/A	Unable To Determine
47	Are doors and locks in good working order?				
48	Are ceiling tiles intact, undamaged and in place?				
49	Are there no signs of weather damage or mold growth in the facility?				
50	Are all windows unbroken and free from any type of damage?				
51	Do air conditioning vents and ducts appear to be clean upon visual inspection?				
52	Are outside lights in good working order?				
53	Does the exterior of the building present no safety concern?				
54	Is the parking lot area free of any safety concern (i.e. overgrown landscaping, uneven pavement, traffic hazards)?				

Maintenance (Exterior and Interior) Concerns And Other Comments: