

SAFETY AND HOUSEKEEPING

Inspection - Offices

Organization _____ Location (bldg) _____

Location (rm) _____ Inspected by _____

	YES	NO	CORRECTIVE ACTION
1. Are pertinent safety regulations on hand?	___	___	_____

FIRE PROTECTION

2. Are Emergency telephone stickers on all telephones?	___	___	_____
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3. Are occupant load signs posted?	___	___	_____
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4. Are the correct number & proper class of fire extinguishers present?	___	___	_____
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5. Are exits obstructed or locked?	___	___	_____
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6. Are emergency exit signs present & properly marked?	___	___	_____
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7. Are emergency lights working?	___	___	_____
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8. Are portable heaters being used?	___	___	_____
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9. Are flammables stored in approved cabinets?	___	___	_____
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10. Are emergency escape plans posted?	___	___	_____
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11. Are smoking areas properly posted & have they been approved by the safety office?	___	___	_____
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12. Are no smoking signs posted in correct locations?	___	___	_____
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13. Are aisles of the proper width & free of obstruction?	___	___	_____
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14. Are storage of office supplies done in an orderly manner?	___	___	_____
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15. Are the building fire sprinkler controls obstructed?	___	___	_____
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16. Are the fire department connections obstructed? ___ ___ _____

17. Are the proper extension cords being used? ___ ___ _____

SLIPS, TRIPS, FALLS

18. Are floors & stairs free of oil & other slippery substances? ___ ___ _____

19. Are floors highly polished & free of wax build-up? ___ ___ _____

20. Are tile floors & carpets flat & secured? ___ ___ _____

21. Are stair handrails sturdy & free from rough edges? ___ ___ _____

22. Is there sufficient lighting in stairs & corridors? ___ ___ _____

23. Are stair treads in good condition? ___ ___ _____

24. Are anti-skid mats secured & free of tripping hazards? ___ ___ _____

25. Are extension cords used so that they do not present a tripping hazard? ___ ___ _____

26. Are electrical outlets correctly installed & do not project where they could be bumped against? ___ ___ _____

OFFICE EQUIPMENT

27. Is furniture & office equipment in good repair & not obstructing aisles? ___ ___ _____

28. Are office machines guarded & properly grounded? ___ ___ _____

29. Are fans properly guarded & securely mounted? ___ ___ _____

30. Is equipment securely in place? ___ ___ _____

31. Are extension cords free from cracks, fraying & other damage? ___ ___ _____

HOUSEKEEPING

32. Is the office arranged in accordance with proper housekeeping rules? ___ ___ _____

- 33. Are cabinet tops cleared of storage items? _____
- 34. Are exposed steam pipes insulated from accidental contact? _____
- 35. Are washrooms & bathrooms in clean & sanitary condition? _____
- 36. Is there correct & sufficient illumination & ventilation? _____

FALLING OBJECTS

- 37. Are filing cabinets secured & safety balanced to prevent toppling over? _____
- 38. Are overhead light fixtures securely fastened? _____

Date _____