

GENERAL SAFETY-FIRE-SECURITY SURVEY CHECKLIST

CAMPUS _____

INSPECTION DATE _____

BUILDING NAME _____

INSPECTOR _____

ASSISTED BY _____

Item	Satisfactory	Unsatisfactory	Not Applicable
<u>OUTSIDE/INSIDE BUILDING</u>			
1. ADA (Americans with Disabilities Act) Entry/Exit (If area is designed to be accessible) Are automatic door openers working? Are parking spaces signed? Are parking spaces accessible? Is route from parking spaces to bldg. in good repair? Are fire alarms indicating devices audible and visible? Are bathrooms accessible? Are ramps accessible and clear? Are ramps in good repair? <i style="text-align: right;">Repair: Fix-It or x1141</i>	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
<u>OUTSIDE BUILDING</u>			
1. Stairs Are stairs even in height? Are there broken treads/nosings? Do stairs have depressions due to wear? Are stairs slippery? <i style="text-align: right;">Repair: Fix-It or x1141</i>	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
2. Handrails Is there a handrail when there are four or more risers? Will they withstand normal use? <i style="text-align: right;">Repair: Fix-It or x1141</i>	_____ _____	_____ _____	_____ _____
3. Blue lights/emergency phones Are they in working order? Are fixtures in good condition? Are they obstructed by foliage, etc.? <i style="text-align: right;">Repair: Public Safety x2222</i>	_____ _____ _____	_____ _____ _____	_____ _____ _____
4. Docks/Loading Areas: Is the area clean and free of debris? Do you have spill provisions on site? - spill control material. - stormdrain spill prevention cover if applicable <i style="text-align: right;">Building occupants responsible for correction</i>	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

Major building changes should be forwarded to the safety committee for action.

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5. Dumpster Areas: Is there trash accumulation around dumpster area? <i>Building occupants responsible for correction</i>	_____ _____	_____ _____	_____ _____
6. Outdoor Storage Area: Items stored outside sheltered from the elements? Any items need to be drained of fluids? <i>Building occupants responsible for correction</i>	_____ _____	_____ _____	_____ _____
<u>INSIDE BUILDING</u>			
1. Walking surfaces Are they even and in good repair? Are there missing tiles, torn carpeting? Are the floorboards worn? Are they slippery? <i>Repair: Fix-It or x1141</i>	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
2. Stairs Are stairs even in height? Are there broken treads/nosings? Do stairs have depressions due to wear? <i>Repair: Fix-It or x1141</i>	_____ _____ _____	_____ _____ _____	_____ _____ _____
3. Handrails Is there a handrail when there are four or more risers? Will they withstand normal use? <i>Repair: Fix-It or x1141</i>	_____ _____	_____ _____	_____ _____
4. Guardrails Are they at all floor openings? Are they at least 42" high, secured, with no balusters missing? <i>Repair: Fix-It or x1141</i>	_____ _____	_____ _____	_____ _____
5. Lighting in corridors Is there sufficient lighting? Are fixtures in good condition? <i>Repair: Fix-It or x1141</i>	_____ _____	_____ _____	_____ _____
6. Lighting in stairwells Is there sufficient lighting on all steps and platforms? Are fixtures in good condition? <i>Repair: Fix-It or x1141</i>	_____ _____	_____ _____	_____ _____
7. Lighting at exits Are directions to exits posted on all floors? Are exits regularly illuminated? Are exit signs illuminated? <i>Repair: Fix-It or x1141</i>	_____ _____ _____	_____ _____ _____	_____ _____ _____

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8. Emergency lighting (battery powered units) Are lights in working order? Are fixtures in good condition? <i>Repair: Fix-It or x1141</i>	_____ _____	_____ _____	_____ _____
9. Storage-corridors Are corridors being used for storage? <i>Building occupants responsible for correction.</i>	_____	_____	_____
10. Storage-stairwells Are stairwells being used for storage? <i>Building occupants responsible for correction.</i>	_____	_____	_____
11. Refuse containers Are containers being emptied regularly? Are there sufficient containers? Are they in good condition? Is glass in appropriate containers? <i>Frequency of collection: Fix-It or x1141</i> <i>Building occupants responsible for correction.</i>	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
12. Trash-accumulation Is trash being accumulated in exits, hallways or stairwells? <i>Building occupants responsible for correction.</i>	_____	_____	_____
13. Fire Doors Are fire rated doors equipped with self-closing devices, latching hardware? Are fire doors uninhibited by wedges or stops? <i>Concern: Occupational Health and Safety x8475</i> <i>Building occupants responsible for correction</i>	_____ _____	_____ _____	_____ _____
14. Door hardware Is all hardware operable? <i>Repair: Fix-It or x1141</i>	_____	_____	_____
15. Doors-exit Is access clear? <i>Building occupants responsible for correction.</i>	_____	_____	_____
16. Wall openings Are there holes in walls? <i>Repair: Fix-It or x1141</i>	_____	_____	_____
17. Ceiling openings Are all ceiling tiles in place? Are there holes in ceiling? <i>Repair: Fix-It or x1141</i>	_____ _____	_____ _____	_____ _____

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18. Fire extinguishers Are all fire extinguishers fully charged and in place? Is access clear? Have they been inspected in the last month? <i>Concern: Occupational Health and Safety x8475</i>	_____ _____ _____	_____ _____ _____	_____ _____ _____
19. Fire alarm system a) Is there visible damage? b) Is the sprinkler riser area free of storage or obstruction? c) Is combustible storage within 18" of ceiling in sprinklered area? d) Are there any damaged or painted sprinkler heads? <i>Items a, d: Repair: Fix-It or x1141</i> <i>Items b, c: Building occupants responsible for correction.</i>	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
20. Red phones Are phones in working order? Are phones obstructed from view? <i>Building occupants responsible for correction.</i> <i>Repair: Public Safety x 2222</i>	_____ _____	_____ _____	_____ _____
21. Ventilation General-Is there good air movement from supply grilles and return registers? Local exhaust (i.e. hoods) Is there a current inspection sticker on the lab hood? <i>Repair: Fix-It or x1141</i> <i>Concern: Occupational Health and Safety x8475</i>	_____ _____ _____	_____ _____ _____	_____ _____ _____
22. General air quality Are strong or offensive odors present? Does irritation to eyes or mucus membranes occur? <i>Concern: Occupational Health and Safety x8475</i>	_____ _____	_____ _____	_____ _____
23. General right-to-know Are posters obvious? Are unlabeled chemical containers present? <i>Building occupants responsible for correction.</i> <i>Posters available from Occupational Health and Safety x8475</i>	_____ _____	_____ _____	_____ _____
24. Flammable/Combustible liquids Are liquids in proper containers? Are containers labeled? Is there excessive storage of chemicals? Are liquid waste containers in secondary containment? <i>Building occupants responsible for correction</i>	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

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25. Emergency eyewash/showers Are they damaged? Is there a current inspection sticker? <i>Repair: Fix-It or x1141</i>	_____ _____	_____ _____	_____ _____
26. "No admittance" areas Are all areas secured? <i>Building occupants responsible for correction.</i>	_____	_____	_____
27. First aid kits Are kits properly filled? <i>Building occupants responsible for correction.</i> <i>Refills: Occupational Health and Safety x8475</i>	_____	_____	_____
28. Evacuation plan Is plan posted? <i>Building occupants responsible for correction.</i>	_____	_____	_____
29. Extension cords Are cords under carpet? Are cords cut or frayed? <i>Building occupants responsible for correction</i> <i>Use of extension cords other than temporary is a violation of the National Electric Code.</i>	_____ _____	_____ _____	_____ _____
30. Tripping hazards caused by wires Are wires laying in walkways? Are wires suspended 7' above floor level in work area? <i>Building occupants responsible for correction.</i>	_____ _____	_____ _____	_____ _____
31. Electrical outlets Are outlets overused with too many plugs? Are receptacles broken or uncovered? <i>Building occupants responsible for correction.</i> <i>Repair: Fix-It or x1141</i>	_____ _____	_____ _____	_____ _____
32. Other (Not covered on list.)	_____ _____ _____	_____ _____ _____	_____ _____ _____

EXPLANATION OF UNSATISFACTORY ITEMS:

ITEMS MARKED AS UNSATISFACTORY WILL BE ADDRESSED BY: _____

Signature

OHS/ms/01/08/07

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