

Building Safety Checklist

College/Department/Office: _____

Location: _____

Survey Conducted By: _____

Date: _____

GENERAL HOUSEKEEPING

		N/A	YES	NO
1.	Is the general housekeeping satisfactory?			
2.	Are aisles and hallways clear of boxes, cartons and other obstructions?			
3.	Are file cabinet drawers closed when not in use?			
4.	Are shelves and filing cabinets which may tip over secured?			
5.	Is there a safety step stool or step ladder available to reach high shelves?			
6.	Are floor surfaces, carpets, stairways, etc. free from defects?			
7.	Are aisles or walkways clear of computer/electrical/phone cords, and are these cords arranged so that they are not a tripping hazard?			
8.	Are floors too slick due to buffing or wax application?			
9.	Are warning signs posted when floors are being wet mopped?			
10.	Are ceiling panels loose, deteriorated, or in danger of falling?			
11.	Do mechanical ventilation and A/C systems provide an adequate flow of air (poor air movement, stale odors, etc.)?			
12.	When present, are portable fans guarded with a fine mesh screen with openings no more than 1/2 inch in diameter?			
13.	Is there a first aid kit available where appropriate?			
14.	Is personal protective equipment available when required; serviceable, used when needed, and/or stored properly?			
15.	Are light bulbs in custodial closets and mechanical rooms protected with wire or plastic guards?			
16.	Are there any broken or defective chairs or equipment being used?			

ELECTRICAL

		N/A	YES	NO
1.	Were there any lightweight electrical cords being used?			
2.	Were extension cords routed thru doors, ceilings, walls, etc.?			
3.	Were any electrical plug adapters (2/3 way), plastic plug in cubes, etc., observed?			
4.	Are electrical wall plug covers & switch covers in place?			
5.	Are there exposed wires, broken plugs, missing prongs on electrical wiring or equipment?			
6.	Are fuse or circuit breaker wiring and connections exposed?			
7.	Are fuse/circuit breakers identified as to what they control?			
8.	Have problems occurred from electrical overloads (breakers tripping, arcing, etc.)?			

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FIRE/EGRESS

		N/A	YES	NO
1.	Are evacuation plans current-and posted?			
2.	Is there a procedure or an alarm system to warn employees in case of fire/emergency evacuation?			
3.	Are emergency egress routes properly illuminated (fire exit lights), properly marked, and identified?			
4.	Are there obstructions in egress routes or exits?			
5.	Are fire extinguishers properly mounted, easily accessible, and inspected at appropriate intervals?			
6.	Do employees know where the closest fire extinguisher is located?			
7.	Are employees trained to use portable fire extinguishers?			
8.	Are there combustibile or flammable materials stored in equipment rooms, stairwells, or other such places?			
9.	Are portable electrical heaters present? If so was a request for exemption approved by Physical Plant in writing?			

COMMENTS:

****NOTE:** It is the responsibility of the Building Coordinator or other designated person to insure the above discrepancies are corrected. If technical assistance is needed or required, work orders should be submitted to Physical Plant. Copy of work order should be sent to the University Safety Coordinator (P.O. Box 11127).

COPY OF THIS CHECKLIST GIVEN TO: _____ DATE: _____