

Background information				
Date:			Inspector:	
Building:			Room:	
Department:			School:	
Means of egress	Yes	No	N/A	Comments:
1. Floors are maintained in a dry condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Floor and carpets are free of tripping hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Aisles and exits are clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. All exits are marked and the main building exit signs are well lit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. All doors are clear, unobstructed, and in proper working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Exit routes are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. There are no uneven/cracked tiles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cleanliness/Organization/Storage	Yes	No	N/A	Comments:
8. No items are stored behind the exit door which could fall and close the door during an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Storage is adequate, well organized, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Storage is maintained at least 18" below the fire sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. No drawers are left open or unattended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Cabinets, bookshelves, and equipment are secured/anchored to prevent them from overturning during an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire	Yes	No	N/A	Comments:
13. Fire extinguishers are properly maintained, fully charged, easily accessible, and tagged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Fire sprinklers are not obstructed by any stored objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. "No smoking" signs are posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical	Yes	No	N/A	Comments:
16. All machinery/equipment is properly grounded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. All electrical equipment is maintained properly and no outlets are overloaded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Cords and wires across the floor are covered to protect the cords as well as the office workers from tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals	Yes	No	N/A	Comments:
19. Cabinets are clearly labeled with the types of chemicals they contain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Chemicals (duplicating fluid, paints, solvents) are stored in a designated location and only authorized workers handle them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. All chemical containers are clearly labeled with the complete chemical name, primary hazard, target organs, and manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. MSDSs are accessible to employees for all hazardous materials used or stored in this area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ergonomics	Yes	No	N/A	Comments:
23. The work area is adequately illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Desks, chairs, and work stations are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Desks, chairs, and computers are positioned properly for users.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency	Yes	No	N/A	Comments:
26. Emergency phone numbers are posted in a prominent location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	