

Facility Safety Inspection Checklists

BUILDING AREA: _____ DATE: _____

INSPECTOR(S): _____ SUPERVISOR: _____

*Instructions: This form should be completed **once a month** and submitted to the Safety Coordinator to ensure the safe and proper maintenance of City facility. This checklist is by no means all-inclusive. You should add to the items listed or delete items based upon their applicability in your work environment. Carefully consider each item.*

Description of Inspection	Satisfactory	Notes
1. EXITS		
a. Clearly Marked	Yes No	
b. Unobstructed	Yes No	
c. Exit Doors Unlocked	Yes No	
d. Exit Lights Illuminated	Yes No	
e. Emergency Lights	Yes No	
f. Exit signs, Battery Back-Up	Yes No	
2. FIRE PROTECTION		
a. Fire Extinguishers Adequate	Yes No	
b. Fire Extinguishers Visible/Evidence of Service	Yes No	
c. Fire Alarm System Functioning	Yes No	
d. Fire Alarms Unobstructed	Yes No	
e. Detectors in Good Condition	Yes No	
f. Fire Sprinkler System (Within 10" Distance Unobstructed)	Yes No	
g. Fire Doors in Good Condition & Unobstructed	Yes No	
h. Combustible Trash Material Properly Stored	Yes No	
i. Fire Extinguisher Annual Inspection	Yes No	
j. Tag and 5 Year Hydrostatic Test	Yes No	
k. Fire Alarm System Annual Inspection Tag	Yes No	
l. Storage 18" Below Sprinklers	Yes No	
m. Fire Sprinkler System Quarterly Maintenance by Licensed Company	Yes No	
3. ELECTRICAL SAFETY		
a. Building Lights, Switches, and Outlets in Good Condition	Yes No	
b. Equipment Grounded	Yes No	
c. Equipment Cords in Good Condition	Yes No	
d. Outlet Covers in Place	Yes No	
e. Extension Cords Used Properly-In Good Condition	Yes No	
f. Surge Protectors Have Circuit Breakers	Yes No	
g. Electrical Wiring and Cords Maintained in One Area (Not thru Doors, Walls, Floors, Ceilings)	Yes No	
h. "No Storage" / Danger – Do Not Enter Sign for Electrical Room	Yes No	
i. Extension Cords Being Used as Fixed Wiring (Should Not Exceed 6' in Length)	Yes No	
4. HVAC System		
a. Interior Surface / Insulation Clean	Yes No	
b. Air Handling Unit Maintained Regularly	Yes No	
c. Vents / Exhaust Fans Clean	Yes No	
d. Electrical Wiring or Panels Exposed	Yes No	
5. GENERAL SAFETY		
a. Floors Clean / Dry	Yes No	
b. Floors / Aisles Clear & Aisle must be 36" width	Yes No	
c. Is Surface Level and in Good Condition	Yes No	
d. Steps / Stairs in Good Condition	Yes No	
e. Materials Properly Stored	Yes No	
f. Chemicals Properly Stored	Yes No	
g. Materials Safety Data Sheet Available	Yes No	
h. Fire Evacuation Plan Available	Yes No	
i. Eye Wash Available (When Required)	Yes No	
j. Emergency Showers Available (When Required)	Yes No	
k. Adequate Ventilation	Yes No	
l. Good Housekeeping	Yes No	
m. Refuse Removed Daily	Yes No	
n. Exterior of Building Maintained (No Safety Hazards)	Yes No	
o. Interior Lighting Adequate	Yes No	
p. Exterior Lighting Adequate	Yes No	
q. Handicapped Access / Signage	Yes No	
OTHER CONCERNS: (Attach it to this list in a separate sheet of paper).		