

**The University of Louisiana at Monroe
Environmental Health and Safety Department**

Quarterly Building Inspection Form

Date: _____

Building: _____

Inspector's Name: _____

Fire Safety Conditions					
Item	Item	Yes	No	N/A	Comments
1	Are all fire extinguishers in place, fully charged, and checked monthly?				
2	Are fire extinguisher inspection tags in place? (monthly and annual fire marshal)				
3	Is the fire alarm system functioning properly and has it been tested within the past year? (look for green inspection tag by alarm control panel)				
4	Are smoke alarms functioning correctly? (test each alarm, push test button)				
5	Are emergency lights functioning correctly? (test by pushing button)				
6	Are all exits marked with exit signs and illuminated by a reliable source?				
7	Are evacuation plans posted near doors?				
8	Are all doors and hallways leading to an exit, free to access with no possibility of being locked in?				
9	Are exit routes kept free of obstructions?				
10	Do exit doors open outwards? Will fire & exit doors close and latch properly?				
11	Has a fire / evacuation drill been conducted within the past year?				
12	Are there any portable heaters present in the building?				
13	Are emergency phone numbers posted on all phones? (campus police & 911)				
General Building Safety Conditions					
Item	Item	Yes	No	N/A	Comments
1	Are there any slip / trip / fall hazards located inside or outside of the building?				
2	In areas that stay wet, greasy, or slippery are floor mats or other anti-slip material used?				
3	Are service holes, man holes, drains, etc. properly covered?				
4	Is the building well lit, inside & outside?				
5	Is housekeeping in the building adequate?				
6	Are floors in good condition with no loose or broken flooring?				

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7	Are stairways in good condtion with handrails in place? Are stair treads in good condition?				
8	Does the building have any pest problems?				
9	Are all ceiling tiles in place and in good condition throughout the buiding?				
10	Is the building secure? Are all outside doors locked at the end of each day? Are all locks and other security devices functioning properly?				
11	If equipped, is the security sytem for the building working properly?				
12	Are all maintenance and mechanical areas secure? (i.e. boiler rooms, air handlers)				
13	Are all custodial areas in good condition? Are all chemicals stored properly with no overstocking? Is area secure?				
14	Do any windows have broken panes? Do windows open & close correctly?				
15	Are all elevators working correctly? Are elevators equipped with an emergency phone?				
16	Is the parking lot in good condtion? (i.e. no potholes, parking lines visible, etc.)				
17	Are there any water leaks in the building? Note exact location of leaks if it can be determined.				
18	Are all plumbing systems working properly? (toilet flushing problems, drainage problems, leaks from faucets, pipes, etc.)				
19	Is the hazard control log complete and posted on the safety bulletin board?				
20	Check safety bulletin board to ensure the following are posted: president's policy statement, asbestos notice, natural gas notice, emergency numbers				
Electrical Safety Conditions					
	Item	Yes	No	N/A	Comments
1	Are all breaker boxes and junction boxes properly labeled? Are empty breaker slots covered (no blanks)? Do the box doors close properly?				
2	Check extension cords, are they properly grounded, adequately sized for the current being drawn, damaged in any way, and are they placed in a manner to prevent tripping?				
3	Are there any exposed wires, frayed cords or wires, torn or frayed insulation, loose or broken conduit, etc.?				

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4	Are junction boxes, outlets, switches, fittings, etc., covered and in good condition?				
Other Building Safety Issues & Concerns Noted by the Inspector					
Item		Comments			

Upon completion of the inspection please sign & date below. Keep a copy of the inspection for your files and submit a copy of the inspection to the environmental health & safety office. The environmental health & safety officer will then review and sign the completed inspection form. Problems noted on the form will typically be addressed through the physical plant work order system unless the problem is too large for the physical plant personnel to handle.

Inspector's Signature

Date

Environmental Health & Safety Officer

Date