

# Safety Inspection Checklist

Building Name/Number: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Building Liaison: \_\_\_\_\_

Check List Items	Yes	No	NA	Check List Items	Yes	No	NA
<b>A. General-All Areas</b>				<b>G. Emergency Equipment</b>			
1. Are ceiling tiles in place and in good condition? NFPA 101.4.6.12				1. Is emergency equipment (fire extinguishers, alarm pull boxes, eyewashes, showers, etc.) accessible and visible? NFPA 101 10.6.1.3.1			
2. Is furniture in good/stable condition and properly adjusted? 29 U.S.C. § 654, 5(a)				2. Are Fire Extinguishers inspected and serviced? NFPA 10.7.3.1.1			
3. Are wall-mounted book cases free of excessive material on top? (Chemicals & heavy items should not be stored above eye level). 29 U.S.C. § 654, 5(a)				3. Are emergency eyewashes provided in the required chemical areas? 29 CFR 1910.151(c)			
4. Are all walking or working surfaces free of tripping/slipping hazards?				4. Are emergency showers provided in the required chemical areas? 29 CFR 1910.151(c)			
5. Are emergency evacuation routes and floor plans posted? 29 CFR 1910.38				5. Is all emergency equipment in good condition? NFPA 10.7.3.1.1 & 29 CFR 1910.151(c)			
6. Is consumption of food, beverage, etc., prohibited where required?				6. Are spill kits accessible and fully stocked per list?			
<b>B. Fire Protection</b>				<b>L. Mechanical Rooms</b>			
1. Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard? 29 CFR 1910.106				1. Are all self-closing doors operational? NFPA 101 7.2.1.8			
2. Is clearance of at least 18 inches maintained around fire sprinkler heads?				2. Are walls and floors free of holes/penetrations? NFPA 101 8.3.5.1			
3. Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets? 29 CFR 1910.106				3. Are combustible items stored inside the mech. Rooms? NFPA 10 9.1.2			
4. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?				4. Are the guards in place over belts, pulleys, rotating shafts 29 CFR 1910.212(a)(1)			
5. Are all flammable containers properly closed/covered to control vapors? 29 CFR 1910.106				5. Are ladders in good condition? 29 CFR 1926.1053(b)(16) & (17)			
6. Are all flammable/combustible containers properly labeled/identified? 29 CFR 1910.1900				6. Is the room clean of trash and debris? NFPA 101 9.1.2			
7. Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?				7. If there is ACM, is the material in good shape? Are there warning signs? 29 CFR 1926.1101			
8. Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?				<b>M. Exterior Walkways/Grounds</b>			
<b>C. Exits/Corridors/Emergency Lighting</b>				1. Is the sidewalk cracked with 1/2 inch or greater difference in surface height? Free or tripping hazards?			
1. Are all corridors unobstructed?				2. Can any piece of sidewalk be moved with regular foot pressure?			
2. Are all exits unobstructed to, thru and beyond? NFPA 101 7.5.1.1				3. Does the sidewalk slope create a safety or accessibility concern?			
3. Are exit signs posted & properly lit to clearly indicate exits? NFPA 101 7.10.1.3				4. Is the sidewalk clear of excessive standing water that impedes travel?			
4. Do Exit Signs and Emergency Lights operate when tested? NFPA 101 7.9.3.1.2				5. Grounds clear of ant mounds and holes?			
5. Are all exit doors able to be opened from the inside without special tool, knowledge, or keys? NFPA 101 7.2.1.5.3				6. Are there dead tree branches on the ground or in trees that pose a safety hazard?			
6. Are exit doors free of side bolts or locks?				7. Does vegetation growth block pathway illumination or present other safety concerns?			
<b>D. Electrical</b>				8. Grounds clear of trash?			
1. Is there at least three (3) feet clearance in front of electrical panels/breaker boxes? NFPA 70 110.26				<b>Comments:</b>			
2. Are electrical hand tools properly grounded/double insulated?							
3. Is the area free of extension cords? NFPA 70 400-8							
4. Is all electrical equipment plugged directly into wall outlets?							
5. Are all cords/plugs free from damage or deterioration?							
6. Are switches and circuit breakers properly identifies as to the service they are in and to what they control?							
7. Are circuit breaker panels free of combustion materials?							
8. Are covers plates in place on junction boxes to eliminate exposed wiring? NFPA 70 370-25							
9. Are "WARNING HIGH VOTAGE" signs installed on high voltage enclosures for systems rated 600V or over?							
10. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?							
<b>E. Fire Alarm / Fire Sprinkler / Special Hazard Systems</b>							
1. Does the building have a fire alarm system?							
2. Does the building have a fire sprinkler or standpipe system							
3. Does the building have a special hazards system? i.e. clean, wet, or dry chemical system							
4. Is the FDC assessable and have a sign?							
5. Are the systems inspected as required? Annually or semi-annually							
6. According to the inspection records, does the system have any impairments?							
<b>F. Storage</b>							
1. Is good housekeeping practiced in work area? Is it free of debris, combustibles & obstructions? Are aisles maintained?							
2. Is storage adequately supported/stable to avoid tipping/failing?							
3. Is there at least two (2) feet clearance between stacked materials and ceiling light?							

Please take pictures of safety items and add additional comments, if needed. Submit this completed form and pictures to [dwo001@shsu.edu](mailto:dwo001@shsu.edu) or [ses058@shsu.edu](mailto:ses058@shsu.edu) by the 5<sup>th</sup> working day after the date of the inspection.