

Facility Safety Inspection Checklist

Property:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Life Safety Issues/Housekeeping:**

1. Walkways Maintained, aisles defined, uncluttered

2. Emergency exits clearly identified

3. Egress routes marked and accessible

4. Unapproved doors clearly marked “NOT AN EXIT”

5. Stairs/aisleways free from material storage and debris

6. Emergency contact information posted

7. First aid supplies adequate and available

8. Transportation available for injured workers in place

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**Slip/Trip/Fall Hazards:**

1 .Portable ladders equipped with non-slip feet. Metal ladders marked- “Do Not Use Around Electrical Equipment”.

2. Stairways in good repair with handrails, treads and risers in proper proportion and non-slip

3. Elevated areas have guardrails and toe boards

4. Work areas, aiseways, storage areas are orderly

5. Illumination adequate for normal conditions, emergency lighting in place.

6. External walking, parking, break areas free of hazards, well maintained

7. Warning signs posted for wet floors or spills

8. Anti-slip mats and flooring used where appropriate

Completed By: \_\_\_\_\_\_\_\_\_

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

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| Inspected | Not Satisfactory | Corrective Action/Date |

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**Hand Tools:**

1. Power tools properly grounded/have safety power switch

2. Defective tools are removed from service

3. Proper guards are provided, tools electrically grounded or double insulated.

4. There is a preventative maintenance/inspection program

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**Fire Safety:**

1. Portable fire extinguishers of proper type are mounted properly, accessible and inspected.

2. Approved safety containers are used for flammable materials

3. Bonding and grounding used with storage of flammable materials

4. Combustible debris disposed of regularly

5. “No Smoking” areas designated

6. Sprinkler system functional and inspected

7. Smoke/heat detectors functional and inspected

8. Minimum 18’’ clearance below sprinkler heads

9. Sprinkler valves locked open

Annual Fire Inspection Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Sprinkler Inspection Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Fire Extinguisher Inspection Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Pump Inspection Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Generator Inspection Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Boiler/Chiller Inspection Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elevator License Renewal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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