

# ALL BUILDINGS/MAIN OFFICE INSPECTION CHECKLIST

**Building:** \_\_\_\_\_ **Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

COMPLETE AND USE ADDITIONAL FACILITY OR LOCATION SUPPLEMENTS

ITEM	YES	NO	ACTION ITEM
<b>OUTDOORS</b>			
<b>Grounds, Sidewalks, Exterior</b>			
Does the building show any signs of vandalism?			
Is lighting adequate?			
Are there signs of animal intrusion or pest insects?			
Do trees or other foliage present a risk to damaging the building?			
Are any outdoor electrical outlets equipped with GFCI protection, and are outlets covered?			
Is the building in good condition?			
Are stairways into the facility or outdoor stairways in good repair, and are handrails secured?			
Are exits unobstructed outside of the facility?			
<b>Emergency Action Plan/Site Control</b>			
Is the building clearly labeled or identified and visible for visitors or first responders?			
Is there clear access available to emergency vehicles either at the building or a nearby location?			
<b>Outdoor Sanitation</b>			
Are outdoor water spigots protected with backflow preventers or other means established to prevent backflow?			

# ALL BUILDINGS/MAIN OFFICE INSPECTION CHECKLIST CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>INDOORS</b>			
<b>Exits</b>			
Are all exit lights and emergency lights checked periodically to assure they are working?			
Are exit paths unobstructed?			
Are fire doors unobstructed and closed, not propped open by doorstoppers or wedges?			
Are floors at entries kept dry or have adequate mats to absorb moisture?			
Are thresholds into buildings free of elevation changes, curled rugs or other items that could lead to trips and falls?			
<b>Overhead Garage Doors</b>			
<p>Are at least one of the following safety features incorporated into each overhead garage door and periodically checked to ensure they are functioning correctly?</p> <ol style="list-style-type: none"> <li>1. Constant pressure actuation switch within sight of the door</li> <li>2. External reversing device</li> <li>3. Three-button control switch:               <ol style="list-style-type: none"> <li>a. Within sight of door</li> <li>b. Adjacent to warning sign</li> <li>c. With no automatic closing controls installed</li> <li>d. Where controller observes until door is completely closed</li> </ol> </li> </ol>			
<b>Walkways and Stairs</b>			
Are carpets secured to floor and free of worn seams or other tripping hazards?			
Are walkways clear of protruding equipment and supplies or items on the floor that could create tripping, step on or run into hazards?			
Are stairways in good repair, and are handrails secured?			
Are walkways and stairs free of stored items?			
Are floors free of cracks, holes and other elevation differences that could create a tripping hazard?			

# ALL BUILDINGS/MAIN OFFICE INSPECTION CHECKLIST CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>Fire Extinguishers</b>			
Are fire extinguishers checked to confirm that they have not been removed, activated, tampered with or damaged?			
Are the above recorded on the attached tag?			
Are fire extinguishers serviced annually?			
Are fire extinguishers properly mounted, accessible and easy to use?			
Is the area in front of fire extinguishers free from obstructions?			
<b>Electrical Panels</b>			
Is there at least 36 inches of clearance in front of each electrical panel?			
Is each breaker in service labeled and identified?			
Is the panel fully enclosed with no openings, knockouts or wires exposed or blanks missing for unused breaker spaces?			
Are electrical utility closets free of storage?			
<b>Electrical Cords and Power Strips</b>			
Are equipment cords kept tidy and positioned away from possible foot entanglement or walkways?			
Are power strips plugged directly into the electrical outlet and not into another power strip?			
Are power cords that lay across floors or other walking areas covered by a cord guard?			
Are extension cords used only for temporary power (no longer than 90 days)?			
Are extension cords rated for more amperage than plugged in equipment can draw?			
Are extension cords not run through walls, floors or windows?			
Are cords in good condition with intact grounding pins without frayed or exposed wire?			

## ALL BUILDINGS/MAIN OFFICE INSPECTION CHECKLIST CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>Electrical Cords and Power Strips Continued</b>			
Do all equipment/appliances have UL or other nationally recognized testing laboratory certification?			
Are electrical outlets located within 6 feet of a water source, such as a sink or drinking fountain, protected with a ground fault circuit interrupter (GFCI)?			
<b>Storage and Shelves</b>			
Are there at least 18 inches of clearance between stored items and the ceiling or sprinklers?			
Are shelves or file cabinets free of unstable loads or overloaded supplies?			
Are heavy items located on lower shelves within easy reach?			
Is there a ladder or stepstool available for use to reach higher stored items?			
Are the aisles between shelves clear of slip, trip and fall hazards?			
<b>Chemical Safety</b>			
Are containers with chemicals properly labeled?			
Are safety data sheets readily available for every chemical in use?			
Are hazardous chemical products stored in a manner that prevents contact with guests?			
<b>Machine Guarding</b>			
In locations where people could reasonably contact them, are fan blades guarded to prevent contact with the blades?			
<b>Propane Cylinder Storage</b>			
If propane is stored indoors, is it located away from exits, stairways and other paths of egress?			
<b>First-aid Kits and Blood Borne Pathogens</b>			
Are first-aid kits periodically checked for restocking and are expired or tampered products disposed of?			
Are spill kits available to clean bodily fluid spills safely? Is personal protective equipment, such as nitrile gloves, available in the spill stations?			

## ALL BUILDINGS/MAIN OFFICE INSPECTION CHECKLIST CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>First-aid Kits and Blood Borne Pathogens Continued</b>			
Is adequate ventilation provided to counter heat exposure for persons or animals?			
Are first-aid kits and automatic external defibrillators easily accessible?			
<b>Security</b>			
Is money stored in a locked and secure location?			
<b>Other Inside Items</b>			
Is the building adequately lit throughout, particularly in stairways?			
Are cones or other devices present to warn of wet floors?			
Is garbage or other debris removed and disposed of properly?			
Are ceiling tiles intact and in place?			
Are paper cutter cutting edges guarded and locked?			
Are there signs of animal intrusion or pest insects?			
Does the building show signs of water leaks or damage either from the roof or from piping?			

Checklists are developed using generally accepted safety and risk management standards. This checklist does not guarantee compliance with any building code, or federal, state or local regulations regarding safety or fire. Compliance does not ensure the absolute safety of your operations.