

OFFICE / BUILDING INSPECTION

LOCATION		1 st Quarter Inspection			2 nd Quarter Inspection			3 rd Quarter Inspection			4 th Quarter Inspection		
Building:		Date:			Date:			Date:			Date:		
Floor:		By:			By:			By:			By:		
Item	Items to be inspected include:	OK	Needs Attention	N/A	OK	Needs Attention	N/A	OK	Needs Attention	N/A	OK	Needs Attention	N/A
1.	Furniture arranged safely.												
2.	Weight in storage cabinets distributed evenly.												
3.	Cabinets and shelves are stable and secured (as needed).												
4.	There are no splinters, sharp edges, or other faulty conditions on desks, chairs, etc.												
5.	Items on top of cabinets/bookcases are lightweight or secured in place, and do not impair the sprinkler system.												
6.	Clear aisle width for 2-way traffic—to be kept at a minimum of 1.1 m (44 in.) and maintained.												
7.	Objects are not left in aisle creating tripping hazards.												
8.	Floor kept clear of miscellaneous loose objects.												
9.	All cords are secured to prevent tripping.												
10.	Floors, tile, and carpet are in good condition—no holes, tears, etc.												
11.	Wet/slippery floors are barricaded or have signs posted and measures taken to correct the condition.												
12.	Unobstructed access to fire alarms and electrical panels is maintained.												

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13.	Electric fans are protected with guards and/or mesh and are UL listed.												
14.	Electrical, computer, and phone cords do not rest on radiators, wall heaters or pipes, and they do not run through doorways or under carpets.												
15.	Portable heaters are equipped with tip-over protection and are UL listed.												
16.	Surge protectors are UL listed, have a built-in circuit breaker, and are properly used.												
17.	Outlets are in good condition (not damaged).												
18.	Corridors, stairways, and exits are clear of stored materials and obstructions.												
19.	Fire exits are properly identified and kept clear.												
20.	Coffee pots are placed on fire resistant material and kept away from combustibles.												
21.	Paper, clothing, and other combustible materials are stored a minimum of 0.3 m (12 in.) from heaters.												
22.	Combustibles not allowed to accumulate. No materials may be stored beneath stairs.												

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23.	Fire extinguishers are provided, conspicuously identified, easily accessible, and inspection tag is up to date (monthly).												
24.	Sprinkler system heads are not obstructed. Sprinkler system heads have 0.46 m (18 in.) of clearance.												
25.	Exit lights are operating.												
26.	Food storage is clean and separate from chemicals and other non-food items.												
27.	Waste receptacles are provided in kitchen and eating areas.												
28.	Areas where food is consumed are kept clean and free of food/waste items.												
29.	Ladders and step stools are kept in safe condition.												
30.	Paper cutters have adequate guards or are removed from service if the guard is not in place.												
31.	Areas appear ergonomically correct and well lighted.												
32.	Blood borne pathogen kits are in place and unopened.												
33.	Emergency evacuation chairs are in place where appropriate.												
34.	Check and/or replace radio, flashlight, and megaphone batteries. Batteries should be disposed of as hazardous materials.												

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35.	Batteries in (EP) flashlights and megaphones are strong – not leaking. Extra batteries of the proper size are immediately available.												
36.	(EP) Hardhats, signs, and other necessary equipment are in the storage/carry-bag in the proper location.												
37.	Safety, Health, and VPP posters are displayed (as applicable).												
38.	Are items from last inspection resolved? (If not, attach last inspection sheet and status of unresolved items.)												
Additional Comments													
		Manager's Signature			Manager's Signature			Manager's Signature			Manager's Signature		
		Comments			Comments			Comments			Comments		