

ATTACHMENT "O"**MONTHLY FACILITY INSPECTION CHECKLIST**

Building: _____ Inspection: _____ Date: _____

General Housekeeping	Yes	No	Comments	Date Corrected	Corrected By
Are all ceiling tiles in place and in good condition?					
Is all furniture in good/stable condition and properly adjusted?					
Are all walking or working surfaces free of obvious tripping/slipping hazards?					
In areas that may be wet, greasy or slippery, are floor mats or other anti-slip material used and in good condition?					
Are all fans equipped with a blade guard with openings no greater than ½ inch?					
Is waste, e.g., trash containers, cardboard boxes, etc., removed from the room daily or more often as needed?					
Do portable heaters have automatic shut off if tipped over? Are portable heaters operated away from flammable materials?					
Is the area free of unattended coffee makers, popcorn machines, electric floor/space heaters, etc.?					
Are there any water leaks in the building or signs of water damage? (Note exact location of leaks if it can be determined.)					
Building Security	Yes	No	Comments	Date Corrected	Corrected By
Is the building secure? Are all outside doors locked at the end of each day?					
Are all locks and other security devices functioning properly?					
If equipped, is the security system for the building working properly?					
Are all maintenance and mechanical areas secure? (e.g., boiler rooms, air handlers)					

Fire Safety	Yes	No	Comments	Date Corrected	Corrected By
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)					
Are all exits marked with exit signs and illuminated? (If battery operated, push test button)					
Are emergency lights functioning correctly? (Push button to test if within reach)					
Are all doors and hallways leading to an exit accessible with no possibility of persons being locked in?					
Are exit routes kept free of obstructions?					
Do exit doors open outwards?					
Will fire & exit doors close and panic bars latch properly? Are exit doors free of slide bolts or locks?					
Are all exit doors able to be opened from the inside without special knowledge or keys?					
Are fire alarm pulls and alarm modules in place and appear to be operable?					
Are smoke alarms functioning correctly? (push test button if within reach)					
Are "No Smoking" regulations clearly posted and being followed in applicable areas?					
Are all fire extinguishers visible & accessible? Are they fully charged? Is the pin in place & secure?					
Are fire extinguisher tags in place and less than one year old?					
Are evacuation plans posted near doors?					
Are sprinkler head covers in place around sprinkler heads prone to damage?					

Life Safety	Yes	No	Comments	Date Corrected	Corrected By
AED's easily located and operational					
Eye Wash Stations accessible?					
Are first aid kits visible & accessible? Are they stocked? Are expiration dates current?					
Are emergency phone numbers and procedures posted at or near telephones?					
Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?					
Are emergency eyewashes provided?					
Are emergency showers available?					
Environmental	Yes	No	Comments	Date Corrected	Corrected By
Exhaust and ventilation systems adequate?					
Chemicals and flammable liquids stored in approved containers with proper labels and in fire rated cabinets?					
Regulated waste containers available and marked?					
Chemical Handling and Storage addressed in SDS sheets and available for employee access?					
Machine guarding and anchoring in place?					
Welding area ventilated?					
Confined spaces marked?					

Electrical	Yes	No	Comments	Date Corrected	Corrected By
Is there at least three (3) feet clearance in front of electrical panels/breaker boxes?					
Are switches and circuit breakers properly identified as to the service they are in and to what they control?					
Are empty breaker slots covered?					
Are breaker box doors closed?					
Are circuit breaker panels free of combustible materials?					
Are GFCI outlets available throughout?					
Are "WARNING HIGH VOLTAGE" signs installed on high voltage enclosures for systems rated 600V or over?					
Are arc flash analysis ratings and recommended PPE posted at the circuit panel door?					
Is the building free of electrical hazards (daisy-chained extension cords, broken outlets, over loading circuits)?					
Is temporary wiring vs. hard wiring noted?					
Are all electrical components, including light fixtures, protected from physical damage by enclosure/guards?					
Are electric hand tools properly grounded/double insulated?					
Is the permanent work area free of extension cords?					
Is all electrical equipment plugged directly into wall outlets?					
Are cords/plugs free from damage or deterioration?					
Are cover plates in place on junction boxes to eliminate exposed wiring?					

Materials Storage - General	Yes	No	Comments	Date Corrected	Corrected By
Are materials being stacked?					
Is a clearance of at least 18 inches maintained around fire sprinkler heads?					
Are ladders stored securely?					
Are stairs clear and tressed?					
Are wall-mounted bookcases free of excessive materials on top and not overloaded?					
Are fall protection measures maintained in mezzanine areas?					
Are excess materials stored in a safe manner (off the floor, secured, common use items within easy reach)?					
Are items kept off the floor and out of walkways at all times, especially in common hallways used for egress?					
Are slip or trip hazards (spills, uneven walking surfaces, floor openings) identified and marked until repairs can be made?					
Are storage closets, boiler rooms, and utility closets always locked unless during immediate use?					

Materials Storage - Combustibles	Yes	No	Comments	Date Corrected	Corrected By
Are combustibles stored in work areas held to a minimum to avoid a fire hazard?					
Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?					
Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?					
Are all flammable containers properly closed/covered to control vapors?					
Are all flammable/combustible containers properly labeled/ identified?					

Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?				
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Materials Storage - Compressed Gas Cylinders	Yes	No	Comments	Date Corrected	Corrected By
Are all cylinders properly secured with straps or chains to prevent tipping/falling?					
Are protective valve caps in place when cylinder is not in use?					
Are empty and full cylinders stored separately?					
Are only chemically compatible cylinders stored together?					
Are cylinder contents adequately labeled and easily seen?					
Is the correct regulator being used for the cylinder service?					
Are highly toxic gases stored in vented gas cabinets?					
Are anti-flash arrestors installed on torches?					
Are rated fire wall storage of multiple gas cylinders utilized (oxy-acetylene)?					

Elevated Work Areas	Yes	No	Comments	Date Corrected	Corrected By
Are drain openings/pits in the floor or walking surfaces guarded to prevent tripping/slipping?					
Are toe boards in place on elevated platforms to prevent objects from falling off the platform?					
Are standard guardrails provided on elevated platforms?					
Are handrails provided and in good condition on stairways?					
Are there provisions for safe access to elevated machinery/ equipment?					
Is fall protection equipment available?					

Is the elevated storage area rated for load capacity and signs posted?				
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Forklifts	Yes	No	Comments	Date Corrected	Corrected By
Are defective forklifts taken out of service and tagged "DO NOT USE"?					
Are forklift inspection forms current and maintained in a file?					
Are load limits clearly posted in the area?					
Are forklift operating rules clearly posted in the area?					
Are all operators trained and authorized?					

Ladders	Yes	No	Comments	Date Corrected	Corrected By
Are portable ladders in good repair and safe to use?					
Are mobile ladder stands in good condition?					
Are standard guardrails provided on elevated platforms?					

Maintenance Areas	Yes	No	Comments	Date Corrected	Corrected By
Are machine and belt guards in place and in good condition?					
Is pedestal machinery securely anchored to the floor?					
Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?					
Are compressed air nozzles at the correct pressure of 30 psi or less?					
Is all piping appropriately identified as to contents/direction of flow?					
Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?					
Are areas requiring use of protective equipment adequately posted with warning signs and enforced?					

Is damaged/malfunctioning equipment tagged "OUT OF SERVICE"?				
Are service holes, manholes, drains, etc. properly covered?				