

Safety Inspection Checklist

Building/Department: _____

Conducted By: _____

Date: ____ / ____ / ____

Checklist Items	Yes	No	NA
A. General - All Areas			
1. Asbestos materials are properly labeled.			
2. Confirmed there are no coffee pots that say - "For Household Use Only"			
3. All exit paths are clear?			
5. No combustibles are stored in mechanical/boiler rooms or closets?			
6. Paper cutter guards are all in place and in good working order?			
7. Ceiling tiles are clean and in place? (No stained or missing tiles)			
8. Is all furniture in good/stable condition and properly adjusted?			
9. Are wall-mounted bookcases free of excessive materials on top and not overloaded? 24" Clearance from top of book shelf to ceiling must be maintained.			
10. Are all walking or working surfaces free of tripping/slipping hazards?			
11. Are all fans equipped with a blade guard with openings no greater than 1/2 inch?			
B. General - Shops/Custodial/Maintenance Areas			
1. Are machine and belt guards in place and in good condition?			
2. Is pedestal machinery securely anchored to the floor?			
3. Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?			
4. Is all piping appropriately identified as to contents/direction of flow?			
5. Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?			
6. Are areas requiring use of protective equipment (e.g. Eye Protection Required) adequately posted with warning signs and enforced?			
7. Is damaged/malfunctioning equipment tagged "Out of Service"?			
C. General - Chemicals/Labs/Shops			
1. Are working surfaces clear and organized?			
2. Are hazardous chemical properly secured?			
3. Are phones accessible and emergency numbers posted?			
4. Are hazard signs and contact names for the lab/studio posted on the outside of the lab?			
5. Are areas requiring use of personal protective equipment adequately posted with warning signs and enforced?			
6. Are all secondary spray bottles properly labeled to identify contents of bottle?			
7. Do all chemicals have Safety Data Sheets on file? - check with custodian/science teacher			
D. Exits /Corridors			
1. Are all corridors unobstructed?			
2. Are all exit doors unobstructed?			
3. Are exit signs posted and properly illuminated to clearly indicate exits?			
4. Are all exit doors able to be opened from the inside without special knowledge/keys?			
5. Are exit doors free of slide bolts or locks?			

Checklist Items	Yes	No	NA
E. Electrical			
1. Is there at least three 3 feet (36") of clearance in front of electrical panels?			
2. Have all extension cords been replaced with a surge protected cord? Is all electrical equipment plugged directly into the wall outlets or a surge protected cord?			
3. Are all outlets free from damage or deterioration?			
4. Are switches and circuit breakers properly identified as to the service they are in and to what they control?			
5. Are circuit breaker panels free of combustible materials?			
6. Are cover plates in place to eliminate exposed wiring?			
7. Are there any cord ends that need repair (ground wire prong missing)?			
8. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards/light covers?			
F. Emergency Equipment			
1. Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?			
2. Are all fire extinguishers up to date on servicing?			
3. Are eyewash/showers flushed weekly and inspected annually?			
4. Fire rated cans have lids?			
5. Are spill kits accessible and fully stocked? (check with custodian)			
G. Storage - General			
1. Is good housekeeping practiced in work area?			
2. Are cabinets over 4 ft. high secured to the wall to prevent tipping over.			
3. Is there at least two (2) feet clearance between stacked materials and ceiling?			
H. Storage - Fire Protection			
1. Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard?			
2. Is clearance of at least 18 inches maintained around fire sprinkler heads?			
3. Are flammable/combustible liquids kept in approved flammable materials storage cabinets?			
4. Are all flammable containers properly closed/covered to control vapors?			
5. Are combustible items at least 18 inches from heat source?			
I. Storage - Misc.			
1. Are all cylinders properly secured with straps			
2. All food is put away in rodent proof containers.			

** Items left unmarked were not observed.

