

Workplace Safety Survey

Building _____ Department _____ Room(s) _____ Contact Person _____

Inspection Performed by _____ Date: _____

Y N N/A

Comments

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Building Services Maintenance Items

1	Entrance door opens and closes properly				
2	Floor tiles are clean and dry without tripping hazards or missing tiles.				
3	Carpets are clean and dry without tripping hazards.				
4	Windows and sills are clean and windows unbroken.				
5	Window coverings are clean, in place and operable.				
6	Walls are clean, free of mold or mildew, and without holes.				
7	Ceilings are clean, free of mold or mildew stains, and all tiles in place.				
8	Vents are clean and free of mold or mildew, or excessive dust.				
9	Light lenses are clean and not discolored.				
10	Area is free of foul odors.				
11	Area is free of insects or other pests.				

Electrical Safety

1	Extension cords are not used as permanent wiring.				
2	Extension cords and power strips not daisy-chained one to another.				
3	Electrical cords not under carpets/rugs, through doorways, or high traffic areas.				
4	Multi-outlet power strips are UL listed and have circuit breakers.				
5	Power cords are in good condition with no splices or broken insulation.				
6	Grounding prongs not removed from 3-way plugs.				
7	Outlet, switch and junction box covers are in place and in good repair.				
8	Circuit breaker panels and emergency shut offs unobstructed and labeled.				
9	Electrical outlets not overloaded with appliances, i.e. splitters used.				
10	Ground Fault Interrupters installed, labeled and operating correctly.				
11	Energized parts, circuits, and equipment guarded against accidental contact.				

Fire Prevention (Basic)

1	Fire extinguishers properly mounted, located, and identified.				
2	Fire extinguishers adequate in number and type.				
3	Fire extinguishers inspected, recharged, and maintained as required.				
4	Fire aisles, exitways, stairways, and fire equipment kept unobstructed.				
5	Exit lights properly illuminated and emergency lighting operable.				

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		Y	N	N/A	Comments	Page 2 of 2
6	Fire doors not blocked open or are on magnets connected to fire alarm system.					
7	No penetrations through walls or ceilings and all ceiling tiles are in place.					
8	Sprinkler heads clean and no storage within 18 inches.					
9	Sprinkler heads protected by metal guards when exposed to physical damage.					
General Work Environment & Indoor Air Quality						
1	All areas properly illuminated. Glare and reflections avoided.					
2	Noise levels are within acceptable limits or engineering controls established.					
3	Areas with high noise levels posted and hearing protection required to be used.					
4	Work areas clean, sanitary, and orderly. (garbage disposed properly, etc.)					
5	Work area properly ventilated for type of equipment or chemicals in use.					
6	Vacuum systems used when possible instead of blowing or sweeping dusts.					
7	Temperature and humidity seem to be within acceptable ranges.					
8	Areas free of visible fungal/mold growth and associated odors.					
9	Walls ceilings, floors free of signs of mold or moisture damage.					
10	Air intake areas free of odor causing materials or hazardous chemicals.					