



### Building Inspection Form

Inspection Date: \_\_\_\_\_ Campus/Department Inspected: \_\_\_\_\_

Inspector (Print): \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. <b>Housekeeping</b> – Is the work area clean and orderly?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>Floors</b> – Are floors in good condition (smooth, clear surfaces without holes, cracks, or humps)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <b>Aisles</b> – Are aisles and passageways clear, dry, and free of tripping hazards?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>Stairways</b> – Are stairs in good condition, with handrails, and adequate lighting?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <b>Storage</b> – Are materials, products, or supplies properly and safely piled to a workable height?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <b>Ladders</b> – Are ladders provided where needed, of standard construction, and in good physical condition?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <b>Machines &amp; Equipment</b> – Are machines and equipment in safe operating condition and are the necessary guards provided and used?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. <b>Hand Tools</b> – Are the right tools for the job being used and are they in good condition?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. <b>Electrical</b> – Are all required grounds provided on power tools and extension cords and Is equipment in good operating condition?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. <b>Lighting</b> – Is adequate lighting provided in all work areas?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. <b>Eye Protection</b> – Are all employees provided with suitable eye protection when around operations that produce flying particles?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. <b>First Aid</b> – Are first aid supplies provided if needed?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. <b>Fire Extinguishers</b> – Are fire extinguishers easily accessible and properly serviced?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. <b>Entrances</b> – Are entrances kept dry or provided with nonskid mats?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. <b>Exits</b> – Are emergency exits marked, clear and easily accessible ?<br>Are exit doors unlocked and do they swing toward the outside?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. <b>Exterior (sidewalks, parking lots, etc)</b> – Are sidewalks and parking lots smooth and free of cracks, holes and tripping hazards?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. <b>Training</b> – Are all employees trained in proper lifting techniques and material handling?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. <b>Emergency Equipment</b> – locations identified and clear of obstructions?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. <b>Emergency Lighting</b> – provided for evacuation routes?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. <b>Emergency Lighting</b> - tested? Provide date :  | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. <b>Flammable Liquids</b> – stored in an approved flammable liquid storage cabinet?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. <b>Signs/Posters</b> – Are safety instructions and warning signs posted where needed to include postings required by the US DOL?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. <b>MSDS</b> – and chemical inventory list available?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. <b>Systems</b> – Are sprinkler systems tagged properly?<br>Are fire alarm systems tagged properly?<br>Are range hood extinguishing systems tagged properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. <b>Boiler Inspection</b> – Certificate current/active?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. <b>Other</b> - _____  |                          |                          |

\_\_\_\_\_  
Target Correction Date

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Completed by (print)

Is re-inspection required by an Risk Management Dept.?  Yes  No

Date: \_\_\_\_\_ of re-inspection