

Building Safety Inspection

DATE _____

BUILDING NUMBER _____

INSPECTOR _____

CHECK ITEMS "YES", "NO" or write "NA" in the boxes.

GENERAL BUILDING SAFETY CHECKLIST		YES	NO	ROOM#
1.	Have SAFETY discussions been held? If so, what date?			
2.	Are fire extinguishers readily available, undamaged and inspected?			
3.	Are smoke detectors in place and operating properly?			
4.	Are fire reporting procedures posted?			
5.	Are building evacuation procedures posted?			
6.	Are all exits clearly marked? Is exit hardware operating?			
7.	Are electrical circuits and outlets working properly?			
8.	Are emergency and fire exit lights operating?			
9.	Are electrical panel boxes blocked /obstructed?			
10.	Are wall plugs and switches properly covered?			
11.	Are extension and appliance cords in good condition?			
12.	Are good housekeeping practices observed? Trash emptied?			
13.	Are windows and doors unbroken and operating properly?			
14.	Is lighting adequate and working?			
15.	Are floors, walls, and ceilings in good repair?			
16.	Are all flammables and combustibles removed from building?			
17.	Are SDS/Chemical inventory list filed properly?			
18.	Is the building fire alarm system operational?			
19.	Are furniture and appliances in good repair?			
20.	Is the first aid kit well stocked?			
21.	Are protective light lenses in place?			
22.	Are ventilation systems operating, and fan protective screens in place?			
23.	Are chemicals properly labeled /sealed /secured?			
24.	Are all wet area electrical outlets "GFCI" protected?			
25.	Are furnace / AC systems adequate / operational?			
26.	Are there adequate cigarette disposal units outside the building?			
27.	Are the exterior grounds neat and free from debris?			
28.	Have YOU taken corrective action on any deficiencies?			

Please complete this form and forward to the Campus Safety Committee Chairperson, and maintain a copy for your files.

10. Inform students of remote shutoff valve or switch locations for gas or oil-fired equipment and instruct them in how to de-energize electrical equipment in an emergency.
11. Provide deluge showers and fire blankets in all shops and laboratories, especially where there is danger of fire igniting clothing made of synthetic materials.
12. Do not stack materials within 30 inches below a sprinkler head.
13. Conduct fire drills according to established procedures.

TRAFFIC SAFETY

1. Do not exceed 15 mph when driving on campus except with instructor's permission on the driver's training range.
2. Do not drive on the driver's training range without the instructor's permission.
3. Follow one-way directional signs posted on campus.
4. Yield right-of-way to pedestrians.
5. Park only in designated parking zones.

HAZARDOUS MATERIALS

A hazardous material is any material that could cause injury or death to a person or that damage or pollutes land, air, or water. The HAZARD COMMUNICATION REGULATION, commonly referred to as "Right to Know", requires that all personnel be informed about hazardous materials in their work area.

1. Ensure that all students and employees are aware of what hazardous materials they may come into contact with and how to protect themselves from exposure or hazards.
2. Display a HAZARDOUS MATERIALS INVENTORY ROSTER or a MATERIAL SAFETY DATA SHEET (MSDA) roster listing all hazardous materials used in each shop or laboratory.
3. Make sure that a SDS/CHEMICAL INVENTORY LIST FOR EACH HAZARDOUS MATERIAL OR HAZARDOUS WASTE is on file in the shop or labs in which the materials are used. All students must have access to the files.
4. Wear personal protective equipment when working with any hazardous material.
5. Do not use or smell the contents of an unmarked container.
6. Do not store any chemical or chemical solution in an unlabeled container or above eye level.
7. Do not work alone in the lab or shop. At least one other person should always be in the same area.
8. Use heat or open flames only in the area set aside for this purpose.
9. Ensure that all equipment operated under pressure has a vented safety diaphragm or safety valve.
10. Use only approved stepstools or ladders with safety feet and place them on the floor so they will not slip when getting materials stored out of reach.
11. Know and follow the rules for disposing of hazardous materials.