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Facility Inspection Checklist

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Facility Inspection Checklist

1. Safe and Orderly Operating Conditions—All Buildings

- 1.1 Are all area clean and orderly?
- 1.2 There are no tripping hazards, wet spots, grease/oils, protruding objects, miscellaneous debris?
- 1.3 Are permanent aisles/passageways where forklifts are used properly marked?
- 1.4 Are open pits, tank ditches, etc., covered or provided with standard guard rail protection?
- 1.5 In elevated area(s), are the load limits for stored items clearly marked?
- 1.6 Are food and beverages stored only in refrigerators specifically marked for those items?
- 1.7 Are “No food or drink” areas clearly marked as such?
- 1.8 Is unused equipment kept in a safe and orderly manner?
- 1.9 Are warning and hazard signs posted where they are required?
- 1.10 Are exterior building or trailer identification numbers posted for emergency response?
- 1.11 Are emergency exits correctly marked, visible, accessible, a minimum width of 28 inches?
- 1.12 Are doors that are not exits but could be mistaken for exits clearly marked “NOT AN EXIT?”
- 1.13 Is there sufficient lighting?
- 1.14 Is there sufficient ventilation?
- 1.15 Does the noise level permit normal, working conversation and safe communications?
- 1.16 Are unguarded holes or openings in floors properly covered?
- 1.17 Do elevated platforms and working areas have standard rails?
- 1.18 Do elevated platforms and working areas have toe boards?
- 1.19 Are fixed industrial stairs in good repair?
- 1.20 Are line managers documenting that they flush essential eye-wash stations weekly?
- 1.21 Are emergency showers working?
- 1.22 Industrial Hygiene (IH): Has the IH office been notified of any new work operations or changes in existing operations?

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2. Fire Safety—All Buildings

- 2.1 Are fire extinguishers clearly accessible; are their seals intact; are they properly mounted to wall panels; are current inspection tags securely attached?
- 2.2 Is the correct number of fire extinguishers required for the facility provided and are they suitably located in the building?
- 2.3 Have new extinguishers been ordered to replace missing, damaged, or discharged units?
- 2.4 Are backs of inspection tags initialed and dated by parties responsible for monthly checks?
- 2.5 Is there an 18" minimum clearance below all fire sprinklers; are sprinklers clear of interference by stored materials (boxes and so forth) and from any paint applied to the sprinkler heads?
- 2.6 Is the presence of combustible materials minimized?
- 2.7 Are flammable and combustible liquids properly labeled and stored?
- 2.8 Are exits properly marked and accessible?
- 2.9 Are exit-access corridors free of storage?

3. Earthquake Safety—All Buildings

- 3.1 General: Are all heavy objects below 5 feet; all shelves below 7 feet, 6 inches?
- 3.2 General: Are furniture and equipment that could tip and block an exit properly anchored?
- 3.3 General: Are stored materials stacked securely to prevent tipping, scattering, tripping?
- 3.4 Office/Lab: Are heavy workbenches anchored?
- 3.5 Office/Lab: Are shelf units bolted to wall/floor/desk; not ceiling high; books not restrained?
- 3.6 Office/Lab: Are computers and copying equipment held firmly in place?
- 3.7 Industrial/Electronic: Are wheels on large copy/blueprint machines properly blocked?
- 3.8 Industrial/Electronic: Are machine shop fixed equipment/electronic racks anchored?
- 3.9 Industrial/Electronic: Are air conditioners properly secured; cable trays braced at intervals of 10 feet or less?

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4. Electrical Safety—All Buildings

- 4.1 Extension cords; not used in place of permanent wiring; not run through walls, ceilings, doors; equipped with proper plugs; three-conductor cable used; no damaged or taped cords; not daisy-chained?
- 4.2 Are power cords in good condition; no fraying; ground pins in place; necessary strain-relief measures taken?
- 4.3 Have frayed wires been replaced?
- 4.4 Is access to electrical panels clear and not obstructed (36" minimum)?
- 4.5 Is access to switches and circuit breakers clear and not obstructed?
- 4.6 Do Ground-fault Circuit Interrupters (GFCIs) pass first test using push buttons built into the outlet receptacle?
- 4.7 Of the electrical receptacles located within 6 feet of sinks and exterior doors, on all metal-surfaced workbenches, and on all outdoor receptacles: Are they all GFCIs?
- 4.8 Are there protective covers in place over boxes, raceways, fittings, and so forth?
- 4.9 Are power cabinets and breakers properly labeled?
- 4.10 Are all energized parts (for example, power panels, junction boxes, switch equipment) guarded to prevent accidental contact?
- 4.11 Are electrical panel directories in place and accurate?
- 4.12 Is the door or panel that encloses the panel box either bolted or locked closed?

Note: This panel is the front of the electrical panel box, which prevents contact with buss bars and conductors in the panel box.

- 4.13 Is the access door to the panel breakers or fuses unlocked to allow access to the breakers or fuses?

5. Chemical Storage

- 5.1 Are cabinets and containers properly labeled?
- 5.2 Are there separate disposal areas or containers for rags, glass, trash, and so forth?
- 5.3 Are bottles, cans, vials, flasks, and so forth, properly labeled with contents and date?
- 5.4 Are flammables stored in the appropriate cabinet; are spill prevention and containment provided?
- 5.5 Are organics, acids, and bases stored apart from each other?
- 5.6 Are spill-containment materials readily available for simple or small spills?
- 5.7 Are appropriate containers emptied daily?
- 5.8 Are Material Safety Data Sheets (MSDSs) available for all hazardous substances present?

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6. Hazardous Waste

- 6.1 Is a Waste Accumulation Area (WAA) designated?
- 6.2 Are appropriate disposal cans available, properly labeled with contents and date, and clearly marked “Hazardous Waste?”
- 6.3 Are “Accumulation Start” date and contact name provided on containers?
- 6.4 Are containers closed except when being filled or emptied?
- 6.5 Do containers have secondary containment?
- 6.6 Is there separate secondary containment for incompatible materials?
- 6.7 Are there separate containers for solvent solids wastes and oil and coolant solids wastes?
- 6.8 Is there a Waste Accumulation Area Logbook on hand?

7. Compressed Gases

- 7.1 Are cylinder bottles or six packs properly restrained; caps in place when not in use; tags attached showing full, empty, or in use?
- 7.2 Are cylinders clearly marked as to contents?

Note: Building Managers are encouraged to enlist the participation of line managers in the inspection of their buildings.

8. Inspection Items Unique to Your Facility

- 8.1 _____
- 8.2 _____
- 8.3 _____
- 8.4 _____
- 8.5 _____
- 8.6 _____
- 8.7 _____
- 8.8 _____
- 8.9 _____
- 8.10 _____

