

EMCBC OFFICE SAFETY INSPECTION CHECKLIST

Location:

Date:

HAZARD		YES	NO
Indoor Air Quality			
A-1	Are HVAC sensors free and clear of heat-producing devices?		
A-2	Are window convector/induction units free of furniture, paper or other obstructions?		
A-3	Are air diffusers clear and free of obstructions or employee modifications?		
Electrical Safety			
E-1	Are all appliances and equipment plugged directly into receptacles? (e.g., refrigerators, microwave ovens, coffee pots, network printers, etc.)		
E-2	Are power strips or surge protectors used only to connect low amperage office appliances and equipment such as desktop printer, computers, fax machines, phones, desk lamps, radios etc.?		
E-3	Are power strips or surge protectors plugged directly into wall outlets? (NOTE: Power strips plugged in series or into one another is prohibited.)		
E-4	Are flexible cords properly installed such that they are not run across aisles or passageways, under floor mats, through walls, or subject to be pinched by doors or furniture?		
E-5	Are flexible cords and cables free from frays, splices or taps, exposed wires, or deteriorated insulation?		
E-6	Is adequate number of outlets provided to avoid the use of multiple-plug adapters? (NOTE: Multiple-plug adapters are prohibited.)		
E-7	Are flexible cords and cables used appropriately and rated for the load? (NOTE: Multiple-plug adapters are prohibited.)		
E-8	Are Junction boxes, receptacles, and switches properly secured and provided with tight-fitting covers or plates; therefore, not exposing wires or conductors?		
E-9	Are plugs on equipment in good working condition with no bent or missing contacts or exposed wiring?		
Fire Protection & Life Safety			
F-1	Are all exit doors and passage ways free of obstructions?		
F-2	Are exits marked with an exit signs and illuminated by a light source?		
F-3	Is the direction to exits, when not immediately apparent, marked with visible signs?		
F-4	Do exit doors open easily and immediately with a light source?		
F-5	Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked, "NOT AN EXIT," "STOREROOM," etc.?		
F-6	Are sprinkler heads kept clear of stored material? (NOTE: 18-inch minimum clearance required between sprinklers and the top of storage.)		
F-7	Are fire extinguishers mounted in readily accessible locations?		
F-8	Do fire extinguishers have a current service tag that shows they are serviced and maintained annually?		
F-9	Is emergency lighting in stairways, hallways and other work areas in operable condition?		
F-10	Are fire alarm pull boxes visible and unobstructed?		
F-11	Are office areas free of open flames and other sources of ignition, such as candles and incense burners?		
F-12	Have all employees been trained in the building Occupant Emergency Plan?		
F-13	Are Occupant Emergency Plan team members identified?		
F-14	Are primary and secondary means of egress identified?		
F-15	Is an assembly area identified?		
F-16	Is there a means to account for personnel?		
Hazardous Substance			
H-1	Are offices free of chemicals other than general office supplies?		
Medical Services and First Aid			
M-1	Are first aid supplies easily accessible?		
M-2	Are personnel aware of the procedures for obtaining medical services and first aid?		

