

U.S. Department of Energy
Environmental Management Consolidated Business Center (EMCBC)
Records Disaster Prevention Inspection Checklist

Date of Inspection: _____ Inspected by: _____

Inspection Area - Bldg.: _____ Room/Area: _____

Storage Conditions:

Inspector verifies each of the following:

Records are not stored within 18 inches of ceilings, suspended lights or sprinkler heads

Stored records do not contact or obstruct:

- | | |
|--|--|
| <input type="checkbox"/> Electrical systems or access panels | <input type="checkbox"/> Fire alarm systems |
| <input type="checkbox"/> Room exits | <input type="checkbox"/> Air conditioning duct |
| <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Aisle ways |

Record boxes are labeled and not stacked more than 4 boxes high.

Temperature standard of 70 (+/-10) °F is maintained.

Humidity standard of 50 (+/-10) % relative humidity is maintained.

Personnel do not smoke in storage areas.

Roofing (ceiling) in storage areas appears to be free of water leaks.

Storage area is free of vermin and insects.

Record material is stored in cabinets, shelving or on pallets – NOT directly on floor where it may be susceptible to in-house flooding.

No apparent fire hazards.

Controlled access working properly.

Comments:

Corrective Actions (resolution of items not in compliance):

Signature: _____ Date: _____