

Building and Grounds Self-Inspection Program

Each building and its accompanying grounds should be inspected at regular intervals, ideally on a monthly or quarterly basis. In this way, small problems can be identified earlier, before they become significant issues. Items discovered during this process can help to prevent property losses as well as injuries to employees or the general public.

This inspection could be performed by the safety coordinator, members of the safety committee, the facility manager, or some combination of these personnel. It is always important to document any negative findings, and classify them, based on the hazard that they pose.

- Life threatening or serious conditions warrant an immediate response
- A work order should be prepared for each deficiency or repair item noted
- Work orders should be prioritized to address immediate needs, normal needs, and long term budgeting needs
- Work orders should be signed-off at completion and records should be maintained.

A sample check list accompanies this bulletin. It is not intended to be all-inclusive, and should be adapted to fit individual locations. Other exposures should be included, as dictated by the building's occupancy, such as: laboratories, shops, boilers, or kitchens. A separate checklist may be more appropriate for more complex operations.

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SAMPLE SELF INSPECTION CHECKLIST GENERAL BUILDING AND GROUNDS SAFETY CHECKLIST

Entity

Address/Building Number

Conducted By

Evaluation Date

Denote 'yes' or 'no'. If 'no', recommendations should be made on the comment line. Use the reverse side of the form if more space is needed. Be sure to identify the entry by the number that corresponds to the question.

Note: This inspection checklist does not address building fire prevention.

Emergency Management Controls:

1. Is there an emergency or crisis management plan for each building?

Yes/No Recommendation

2. Is there a chain of command and communication structure in place?

Yes/No Recommendation

3. Do employees know emergency procedures in the event of fire or other crisis, including notification of fire department or other authorities?

Yes/No Recommendation

4. Have occupants been instructed and drilled in emergency procedures, including evacuation?

Yes/No Recommendation

5. Are procedures in place to ensure accounting for all personnel who are evacuated from a building in the event of an emergency?

Yes/No Recommendation

6. Are smoke / fire / heat / CO detectors present, and if yes are they receiving regular maintenance and service by a licensed service provider?

Yes/No Recommendation

7. Are fire alarms, switches, wires, etc., in good repair, and is regular system tests conducted?

Yes/No Recommendation

8. Are intrusion alarms present, and are they monitored by a law enforcement agency or central station monitoring firm?

Yes/No Recommendation

9. Are fire and/or intrusion alarm systems regularly tested?

Yes/No Recommendation

10. Are illuminated exit lights provided to mark exits in accordance with the NFPA Life Safety Code (National Fire Protection Association)?

Yes/No Recommendation

11. Do exit lights have a back-up power source (i.e. battery) that will keep the lights illuminated in the event of a power outage?

Yes/No Recommendation

12. Is the building equipped with emergency lighting that will light exit pathways and stairwells in the event of a power outage as required by NFPA Life Safety Code?

Yes/No Recommendation

13. Are regular tests conducted of emergency exit lights and emergency lighting to ensure they remain in proper working condition?

Yes/No Recommendation

14. Have employees and occupants been instructed on location and proper use of fire extinguishers?

Yes/No Recommendation

15. Fire extinguishers are of an approved type, properly located and prominently marked?

Yes/No Recommendation

16. Fire extinguishers are being serviced and maintained in accordance with specifications?

Yes/No Recommendation

Storage of Materials

17. Is bulk storage of dangerous materials provided outside of main building?

Yes/No Recommendation

18. Are 'No Smoking' signs prominently and properly posted in specific areas -- especially in areas containing combustibles and flammables?

Yes/No Recommendation

19. Are lockers (if applicable) inspected regularly for cleanliness and fire hazards?

Yes/No Recommendation

20. Is material kept in storage rooms and closets in orderly condition and free of fire hazard?

Yes/No Recommendation

21. Are emergency information cards posted in appropriate locations and are kept up to date?

Yes/No Recommendation

Building & Grounds Systems and Condition

22. Are all electrical receptacles located within six feet of sinks or other grounding sources equipped with GFCIs (Ground Fault Circuit Protectors)?

Yes/No Recommendation

23. Are GFCIs tested on a regular basis?

Yes/No Recommendation

24. Are ventilation systems regularly checked for their performance and are filters cleaned at least monthly?

Yes/No Recommendation

25. Stairways in good condition and standard railing provided for every flight having four or more risers?

Yes/No Recommendation

26. Toilet and washing facilities clean and sanitary?

Yes/No Recommendation

27. Utility/meter box doors closed (with no locks broken or damaged)?

Yes/No Recommendation

28. Windows and doors are free of sharp edges or splinters and no broken window panes present?

Yes/No Recommendation

29. Is the use of extension cords, except as needed by janitorial staff, discouraged?

Yes/No Recommendation

30. Are extension cords in use so as not to create a tripping hazard?

Yes/No Recommendation

31. Extension cords are in good repair?

Yes/No Recommendation

32. Lights free of loose wires, cracked or broken globes, etc.?

Yes/No Recommendation

33. Light fixtures are kept free of any dangling materials.

Yes/No Recommendation

34. Ceiling tiles are in place and in good condition?

Yes/No Recommendation

35. Corridors, hallways and aisles are clear and unobstructed?

Yes/No Recommendation

36. Construction material stored away from building and in a fenced or restricted area?

Yes/No Recommendation

37. Garbage and debris properly disposed of (away from building in suitable container)?

Yes/No Recommendation

38. Common areas are inspected regularly for cleanliness, tripping hazards, or obstructions?

Yes/No Recommendation

39. Holiday decoration guidelines in place?

Yes/No Recommendation

40. Combustible decorations cover no more than 20% of the area of the four walls?

Yes/No Recommendation

41. No decorations hanging from light fixtures?

Yes/No Recommendation

42. Grounds, blacktop, stairways, and sidewalks free of undermining, holes, cracks or other defects?

Yes/No Recommendation

43. Open areas are free of debris, broken glass and other hazardous materials?

Yes/No Recommendation

44. The flow of dirt or water on the sidewalk minimized?

Yes/No Recommendation

45. Are sidewalk shoulders free of drop-offs, ruts, or debris?

Yes/No Recommendation

46. Lawn sprinklers are installed flush with the ground?

Yes/No Recommendation

47. Safe chemical handling procedures are posted?

Yes/No Recommendation

48. Are Safety Data Sheets available on-site for all toxic/hazardous chemicals?

Yes/No Recommendation

49. Personal protective equipment is available for the handling of all toxic/hazardous chemicals?

Yes/No Recommendation

50. Parking logs, poles with chains or wires painted to be easily recognizable?

Yes/No Recommendation

51. Playground equipment is periodically inspected and kept free of broken, loose or sharp edges (Use Playground Checklist)?

Yes/No Recommendation

52. Shrubs and trees are periodically trimmed to keep branches off the walkways and areas of play or pedestrian use?

Yes/No Recommendation

53. Are trees inspected regularly and pruned to ensure that branches do not overhang roofs, and so branches don't fall and damage vehicles or injure pedestrians?

Yes/No Recommendation

54. Is exterior lighting present over entrances, walkways, and parking lot areas considered adequate; any broken or burned out lights?

Yes/No Recommendation

55. Is adequate lighting provided in all pedestrian areas?

Yes/No Recommendation

56. Are fence posts, gates and fencing kept in good repair; are they free from loose or falling pieces that could cause an accident?

Yes/No Recommendation

57. Are parking spaces and curbs marked and is the pavement in good condition?

Yes/No Recommendation

58. Traffic patterns are clearly indicated?

Yes/No Recommendation
