

Inspection Checklist

Property

Housekeeping:

- Aisles and walkways are free of tripping and slipping hazards? Yes No
- Work benches and surfaces are neat and organized? Yes No
- Areas are cleaned after every shift? Yes No
- Walking surfaces are free of holes and depressions? Yes No
- Pallets are stored properly (no more than 6 ft. high, by 4 pallets wide and 4 pallets deep)? Yes No
- Open heat sources areas such as boilers and hot water heaters are free of combustibles? Yes No
- Fire Extinguishers are mounted, accessible and tagged with inspection date? Yes

Chemical Storage and usage:

- Flammable Liquids are stored in approved containers or storage cabinets? Yes No
- Oily rag trash containers have self closing lids and are emptied every night? N/A Yes No
- All containers are labeled with identification of chemical (couldn't get into area) Yes No
- Flammable Liquid storage room doors are closed when not in use? Yes No

Electrical:

- Panel boxes are closed and covered? Yes No
- No combustibles stored within 36" of Panel Boxes? Yes No
- Extension cords are in good condition, not frayed or worn? Yes No
- Extension cords with 3 prong plugs have ground plug in place? Yes No
- Electrical outlets in wet areas have GFCI's in place? Yes No
- Portable Power tools have 3 prong plugs and cords are in good shape? Yes No

Comments: There was a box of furniture
polish near the boiler in the Boiler Room.

Air Vents were dusty -- how often are they
cleaned?

Checklist for Recognizing Slip, Trip and Fall Hazards

Work Area: Municipal Center

Date: 1/8/14

ITEM

1. General Work Environment

OK? CORRECTIVE ACTIONS

- | | | |
|----------------------------------------------------------------------------------------|-------|-------------------------------|
| • Documented, functioning housekeeping program in place | ✓ | _____ |
| • All workstations clean, sanitary and orderly | ✓ | <u>I.T. is a little messy</u> |
| • Adequately lit | ✓ | _____ |
| • Work surfaces kept dry | ✓ | _____ |
| • Spills cleaned up immediately according to proper procedures | ✓ | _____ |
| • Combustible scrap, debris and waste stored safely and removed from worksite properly | ✓ | _____ |
| • Regulated waste discarded according to federal, state and local regulations | N/A | _____ |
| • Accumulations of combustible dust routinely removed from elevated surfaces | N/A | _____ |
| • Oily and paint-soaked waste disposed in metal waste cans | N/A | _____ |
| • Other: _____ | _____ | _____ |
| • Other: _____ | _____ | _____ |
| • Other: _____ | _____ | _____ |

Notes: I.T. area should be tidied up --- lots of clutter, etc.

Checklist for Recognizing Slip, Trip and Fall Hazards—continued

Work Area: Muni-CTR

Date: 1/8/14

ITEM

2. Aisles and Walkways

OK? CORRECTIVE ACTIONS

- Kept clear ✓ _____
- Marked as appropriate ✓ _____
- Adequately lit ✓ Basement - Emergency Lighting?
- Free of surface defects ✓ _____
- Mats and carpets properly anchored with no worn, frayed or upturned edges ✓ _____
- Wet surfaces covered with high-traction material ✓ _____
- Walkway free of protruding objects ✓ move treadmill in basement?
- Walkway free of cords, cables wiring, open drawers and other obstacles ✓ I. T. Room Had open Drawers
- Spills cleaned up immediately ✓ _____
- Slight changes in elevation clearly identifiable ✓ _____
- Adequate headroom ✓ _____
- Guardrails provided when walkway is elevated ✓ _____
- Bridges provided over conveyers and similar hazards N/A _____
- Other: _____
- Other: _____

Notes: Please review emergency lighting in basement? Move the treadmill away from walkway-exit in basement?

Checklist for Recognizing Slip, Trip and Fall Hazards—continued

Work Area: muni-CTR

Date: 1/8/14

ITEM

3. Stairs, Stairways and Ramps

OK? CORRECTIVE ACTIONS

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| <ul style="list-style-type: none"> • Adequately lit • Generator or battery powered emergency lighting available • Handrails on all stairways with four or more risers and on ramps • Stairways at least 22 inches wide • Stairs that change direction have landing platforms • Stairs angle no more than 50 and no less than 30 degrees • Stairs of uniform size and shape • Steps have slip-resistant surface and nosings • Handrails between 30 and 34 inches from the leading edge of stair treads • Handrails located at least 3 inches from the wall they are mounted on • Stair bottom and top clear of swinging doors • Other: _____ • Other: _____ | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>_____</p> <p><u>Except Basement?</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
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Notes: _____

Checklist for Recognizing Slip, Trip and Fall Hazards—continued

Work Area: Muni-Ctr

Date: 1/8/14

ITEM

8. Parking Lots and Sidewalks

OK? CORRECTIVE ACTIONS

- Kept clear of fallen timber/debris and loose gravel ✓
- Curbs and ramps properly color coded ✓
- Clear of snow and ice ✓ Except sidewalk on N/S side
- Speed bumps and tire stops clearly marked ✓
- Adequately lit ✓
- Free of surface defects ✓
- Free of upheaval _____ frost Heaving on Sidewalks
- Fluids cleaned up immediately ✓
- Slight changes in elevation clearly identifiable _____ Sidewalks should be marked
- Guardrails provided when walkway is elevated ✓
- Other: _____
- Other: _____

Notes: - North/South side of walkway near handicap section was not cleared of snow + ice
- Frost heaving on sidewalks should be marked (painted a bright color in areas where there is repeated heaving) (near gray handicap areas)