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| **Office / Administrative Area Safety Checklist** |
| Town / Agency: | Location: |
| Date: | Name of Inspector: |
| The Safety Director recommends this survey be completed monthly and made a part of your permanent records. Items found to *Need Work* should be described on the rear of the form by writing line # and a description of the condition. |
|  | N/A | Needs work | OK | Condition surveyed |
| **Exterior Grounds, Walkways and Parking Areas** |
| 1 |  |  |  | Exterior lighting of grounds, walkways, & parking areas adequate and operational |
| 2 |  |  |  | Parking lots and driveways free of significant cracks and water accumulation |
| 3 |  |  |  | Sidewalks and stairs / ramps free of significant trip or slip hazards |
| 4 |  |  |  | Rails and handrails are present, not loose, and in good condition |
| 5 |  |  |  | Vegetation and landscaping does not create slip / trip or security hazard |
| 6 |  |  |  | Roof, gutters, and downspouts are clean and control run-off properly |
| 7 |  |  |  | Area is free of signs of rodent, insects, or feral animals being present |
| 8 |  |  |  | Exterior emergency phone tested and worked properly |
| **Life Safety and Fire Protection Equipment** |
| 9 |  |  |  | Intrusion alarm is operational and free of trouble or active alarms |
| 10 |  |  |  | Closed-circuit TV cameras are operational, properly aimed and focused |
| 11 |  |  |  | Fire sprinkler system is operational, controls valves accessible & locked / alarmed |
| 12 |  |  |  | Fire detection system operational and free of trouble or active alarms |
| 13 |  |  |  | Fire extinguishers are accessible and in good condition – SIGN REAR OF TAGS |
| 14 |  |  |  | Emergency and Exit lights are lit and worked when test button/switch used |
| 15 |  |  |  | Panic hardware on exit doors worked easily. Doors latched when closing |
| 16 |  |  |  | Emergency generator operated on monthly basis |
| 17 |  |  |  | First aid kit fully stocked. AED in READY condition. Expirations dates checked |
| 18 |  |  |  | Panic alarms tested and received at monitoring station |
| **Public & Employee Areas** |
| 19 |  |  |  | Elevator inspected within past 12 months. Current certificate posted / available |
| 20 |  |  |  | No unapproved space heaters or extension cords are present |
| 21 |  |  |  | Approved space heaters are clear of combustible materials |
| 22 |  |  |  | Electrical cords are not secured to furniture, thru doors, or across paths of travel |
| 23 |  |  |  | Emergency evacuation plans and instructions are posted and legible |
| 24 |  |  |  | Hallways / stairwells are well-lit, clear of obstructions and free of slip-trip hazards |
| 25 |  |  |  | Stair treads and railing / handrail are secure. |
| 26 |  |  |  | Areas around and 36” in front of electrical panels is clear |
| 27 |  |  |  | Areas and floor around mechanical equipment is free of slip-trip hazards. |
| 28 |  |  |  | Storage is 18” below sprinkler heads or 24” below ceiling |
| 29 |  |  |  | No storage in HVAC and other mechanical rooms. Tools & equipment orderly. |
| 30 |  |  |  | Storage areas of cleaning & hazardous substances clean, labeled, and proper |
| 31 |  |  |  | Electrical cords of copiers & office machines are in good condition & orderly |
| 32 |  |  |  | Trash is emptied. Housekeeping is adequate |
| 33 |  |  |  | Ladders, shelves, lockers are secured against tipping over |
| 34 |  |  |  | Bathrooms are clean, supplies adequate, and trash emptied |
| 35 |  |  |  | Refrigerator and stove are clean. Kitchen is free of signs of rodents / insects. |
| 36 |  |  |  | Coffee pots, microwave, and kitchen appliances are clean and cords intact |
| 37 |  |  |  | Walls, floors, and ceilings are free of water, rodent, or mechanical damage. |