

**SAFETY AND HEALTH INSPECTION CHECKLIST
OFFICE FACILITIES**

INSTRUCTIONS: The inspector should indicate the condition of each item on the list by checking the "OK" or "ACTION NEEDED" column. If the item is not applicable, indicate "NA". When corrective action has been taken, describe the abatement procedure and the date completed.

ITEM	OK (✓)	ACTION NEEDED (✓)	CORRECTIVE ACTION TAKEN	DATE (MM/DD/YYYY)
VDT WORK STATIONS located to prevent glare.				
MATERIALS STORED SAFELY with no materials on top of storage cabinets, and window sills.				
OFFICE FURNITURE free of sharp edges, points, splinters, or burrs.				
GLASS TOPS ON DESKS free of cracks.				
OFFICE FANS well guarded and placed where they cannot fall on anyone.				
DESK AND FILE DRAWERS equipped with safety stops.				
OFFICE TOOLS stored properly (i.e. scissors & letter openers)				
WHERE MATERIALS ARE STORED, heavier objects are stored on lower shelves.				
HAZARDOUS OFFICE CHEMICALS used, stored, and disposed of in accordance with label.				
TRASH CONTAINERS sufficient.				
TRASH COLLECTION regularly scheduled.				
CEILING TILES tightly secured.				
SUSPENDED CEILING GRIDWORK free of suspended objects such as planters.				
CARPETING free of ridges and tears.				
BULLETIN BOARDS securely mounted.				
HEATING, VENTILATION OR AIR CONDITIONING adequate.				
SANITATION OF FACILITIES including rest rooms and cafeterias/lunchrooms adequate.				

SAFETY AND HEALTH INSPECTION CHECKLIST - OFFICE FACILITIES *(Continued)*

ITEMS	OK (✓)	ACTION NEEDED (✓)	CORRECTIVE ACTION TAKEN	DATE (MM/DD/YYYY)
FLOORS, HALLS, AISLES, AND STAIRWAYS clear, uncluttered, and unobstructed.				
ALL STAIRWAYS equipped with handrails.				
EXIT DOORS not locked <i>(may be equipped with "panic hardware.")</i>				
FIRE ALARMS provided.				
ASH TRAYS provided in smoking areas.				
"SMOKING / NO SMOKING" areas posted.				
EVACUATION a. evacuation routes, and emergency telephone numbers posted.				
b. fire or emergency drills held.				
c. signs posted in elevators instructing employees to use stairs in case of fire.				
d. provisions made in case of an emergency for the evacuation of disabled personnel.				
MEDICAL TREATMENT FACILITY available within a 15 minute response time for treatment of injured employees.				
IN ABSENCE OF A MEDICAL TREATMENT FACILITY, a person or persons trained to provide first aid and CPR and a first aid kit maintained.				
ELECTRICAL EQUIPMENT a. maintained in good working condition.				
b. properly grounded				
c. wiring free of frayed insulation and worn plugs.				
d. outlets accommodate 3-wire grounding plugs.				
e. electrical and telephone cords crossing walkways or passageways covered by cable covers.				
ENTRYWAYS kept clear of snow, ice, gravel, etc.				
GENERAL LIGHTING adequate.				

