

UNIVERSITY OF NEW ORLEANS

Building Inspection Report

ENVIRONMENTAL HEALTH AND SAFETY OFFICE

Campus Location / Building: _____ Room Number: _____

Department: _____ Date: _____ Time: _____

Building and Yard

- 1 Are the areas of the building and surrounding yard kept clean and orderly? Yes__ No__ N/A__
- 2 Are the floors, aisles and inside passage ways kept clean and dry? Yes__ No__ N/A__
- 3 Are floor holes such as drains, covered? Yes__ No__ N/A__
- 4 Are areas maintained to minimize tripping and falling hazards? Yes__ No__ N/A__
- 5 Are areas which stay wet or greasy covered with non-slip materials? Yes__ No__ N/A__
- 6 Are floor mats in good repair? Yes__ No__ N/A__
- 7 Are platforms, storage lofts, balconies, etc. that are more than four feet above the floor protected with standard guardrails? Yes__ No__ N/A__

Stairs

- 8 Are their handrails on all stairways having four or more risers? Yes__ No__ N/A__
- 9 Do the stair have a non slip surface, is it abrasive and in good condition ? Yes__ No__ N/A__
- 10 Do stairs have at least a seven (7) foot overhead clearance? Yes__ No__ N/A__
- 11 Is there adequate lighting leading to and at the stairs? Yes__ No__ N/A__

Ladders

- 12 Do fixed ladders have at least a 3 foot extension at the top of the landing? Yes__ No__ N/A__
- 13 Are step ladders in good condition? Yes__ No__ N/A__
- 14 Are the correct type ladders used for specific jobs? (Metal ladders should not be used for electrical work. etc.) Yes__ No__ N/A__

Exits and Exit Markings

- 15 Are all exits marked with exit signs and illuminated by a reliable source? Yes__ No__ N/A__
- 16 Are the letters at least 6 inches high and a 3/4 inch wide? Yes__ No__ N/A__
- 17 Is the direction to the exits apparent? Yes__ No__ N/A__
- 18 Do exit doors open outward? Yes__ No__ N/A__
- 19 Are all doors and hallways leading to an exit, free to access with no possibility of being locked in? Yes__ No__ N/A__
- 20 Are all exit routes kept free of obstructions? Yes__ No__ N/A__
- 21 Exit doors are never chained or tied during periods when the building is occupied? Yes__ No__ N/A__

General Environmental Controls

- 22 Are restrooms kept in a clean and sanitary condition? Yes__ No__ N/A__
- 23 Are covered receptacles for waste kept in a clean and sanitary condition, are there enough receptacles in the areas? Yes__ No__ N/A__
- 24 Are persons prohibited from eating in areas where toxic materials are kept? Yes__ No__ N/A__
- 25 Is your building regularly treated for pest control? Yes__ No__ N/A__
- 26 Are all ceiling tiles in place? Yes__ No__ N/A__
- 27 Are no smoking areas properly marked and respected? Yes__ No__ N/A__

Physical Risk Hazards

- 28 There are no areas with obvious lighting problems? Yes__ No__ N/A__
- 29 Is there any attempt to monitor the people entering the building? Yes__ No__ N/A__
- 30 There are no areas of easy unsecured access? Yes__ No__ N/A__
- 31 There are no areas where people can hide; Large bushes, trees, Dumpsters, etc.? Yes__ No__ N/A__
- 32 Is the building in an isolated location? Yes__ No__ N/A__
- 33 Is there an alarm system in place? Yes__ No__ N/A__
- 34 Are there curved mirrors at intersections or concealed areas? Yes__ No__ N/A__

Fire Protection

- 35 Are fire extinguishers selected for the types of combustible and flammable materials for the areas where they are to be used? Yes__ No__ N/A__
 - Class A- (combustible materials; wood, paper, grass, etc)
 - Class B- (flammable liquids; grease, gasoline, oil, etc.)
 - Class C- (electrical fires)
 - Class ABC- (any of the three above or combination there of)
 - Class D- (combustible metals; magnesium, sodium)
- 36 Are extinguishers fully charged and kept in designated places? Yes__ No__ N/A__
- 37 Are extinguishers located along normal paths of travel? Yes__ No__ N/A__
- 38 Are fire extinguisher stations visibly labeled? Yes__ No__ N/A__
- 39 Are extinguishers checked monthly (by management or designated person) to see if they are in place, if the pressure is OK, etc. Yes__ No__ N/A__
- 40 Have extinguishers been tested by an external company and is a current validation tag visible on each extinguisher? Yes__ No__ N/A__
- 41 Are flammable materials stored away from heat sources and in approved storage cabinets? Yes__ No__ N/A__
- 42 Is emergency lighting in good repair? Yes__ No__
- 43 Are evacuation plans posted near doors? Yes__ No__ N/A__

Automatic Sprinkler System

- 44 Is the sprinkler system periodically inspected and

- continually maintained? Yes__ No__ N/A__
- 45 Is the clearance between the sprinkler deflectors and the top of any storage containers at least 18 inches? Yes__ No__ N/A__
- 46 If fire hoses are present, are they in good condition, stored properly with clip attached? Yes__ No__ N/A__

Electrical Wiring

- 47 Have exposed wires, frayed cords and deteriorated insulation been reported and repaired? Yes__ No__ N/A__
- 48 Are electrical equipment controls accessible? Yes__ No__ N/A__
- 49 Are all extension cords being used, properly grounded? Yes__ No__ N/A__
- 50 Are all extension cords being used, of appropriate wire gauge to handle the current being drawn? Yes__ No__ N/A__
- 51 Are junction boxes, outlets, switches and fittings in good repair and covered when necessary? Yes__ No__ N/A__
- 52 Are junction boxes and breaker boxes properly labeled? Yes__ No__ N/A__
- 53 Have loose fittings and broken conduit been reported? Yes__ No__ N/A__
- 54 Are all electrical appliances such as vending machines grounded? Yes__ No__ N/A__

General Safety

- 55 Is the supervisor aware of an active, *written* safety program, and has he taken steps to implement it? Yes__ No__ N/A__
- 56 Does the supervisor inspect his area and equipment on a regular basis? Yes__ No__ N/A__
- 57 Is equipment used in a proper manner as not to make it unsafe to use? Yes__ No__ N/A__
- 58 Does the supervisor coordinate with other departments to report damaged, faulty, or unsafe equipment and or unsafe practices? Yes__ No__ N/A__
- 59 Is “horsing around” prohibited around equipment and other work areas? Yes__ No__ N/A__

If any “**NO**” answers were checked, please list the number of the problem cited and explain. Also please record any suggestions and recommendations to remedy the problem. Please use the following space to write your comments.

