


# GENERAL INSPECTION CHECKLIST

Department					COMMENTS
Prepared by					
Date					
Location					
<b>GENERAL</b>					
1. Evacuation procedures posted					
2. Aisle clearance maintained, 36" or more. Corridors, hallways, exits and aisles unobstructed					
3. Cabinets and shelves above 48" are anchored					
4. Stored materials kept secure and limited in height to prevent collapse. Heavier material kept close to the floor					
5. Emergency supply kit available					
6. Earthquake restraints on storage shelves above 60"					
7. Eating, drinking, or smoking around chemicals prohibited					
8. Furniture is in good repair					
9. Chairs/work station equipped for VDT use as necessary					
10. Electrical and phone cords located to prevent tripping hazard					
11. All required signs posted					
<b>HAZARDOUS MATERIALS</b>					
12. Material Safety Data Sheets readily available for hazardous materials					
13. Hazardous waste disposal procedures in place					
14. All hazardous materials containers segregated and labeled properly					
15. Hazardous waste segregated, labeled, and registered with EH&S					
16. Flammable materials clearly marked and stored in approved metal cabinets					
17. Hazardous Material Inventory List up to date _____ (most recent date)					
18. Safety shower and eye wash maintained and inspected monthly					
19. Hazardous materials containers clean and free from evidence of spills					
20. Double containment for incompatible materials					
21. Adequate ventilation provided					

	NOT APPLICABLE	SATISFACTORY	NEEDS IMPROVEMENT	NEEDS IMMEDIATE ATTENTION	COMMENTS
<b>FIRE PROTECTION</b>					
22. Appropriate mounted fire extinguishers available, operable, inspected regularly and recharge tag current					
23. Fire pulls unobstructed and sprinkler head with 18" of vertical clearance					
24. Fire (corridor) doors are not blocked or held open					
25. All door self closures are operable					
26. Nothing stored within 18" of fire sprinklers					
27. Exits, exit ways, and exit signs illuminated, with signs making direction of exit clear					
28. Sign reading "No Exit" where door or passage might be confused as exit					
<b>ELECTRICAL SAFETY</b>					
29. Extension cord and cube adapter use minimized, used properly. Electrical cords and power strips are not plugged together (daisy-chain).					
30. Power strips UL approved with overload protection. Not acceptable for heavy machinery that draws large current					
31. Electrical equipment grounded with three pronged plug					
32. Electrical switches, outlets, and appliances in good repair					
33. Access to electrical panels and circuit breakers unobstructed, 36"					

Comments: \_\_\_\_\_

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NOT APPLICABLE

SATISFACTORY

NEEDS IMPROVEMENT

NEEDS IMMEDIATE ATTENTION

COMMENTS

<b>SHOP SAFETY</b>					
34. Personal protective equipment used and maintained properly					
35. Power tools bolted down, automatic shut off devices operable, and equipped with proper markings					
36. Lock-out/tag-out equipment available for trained personnel					
37. Power tools used properly, with guards and interlocking devices maintained					
38. Cables and ropes in good condition					
39. Machine safety guards present on points of operation including gears, belts, pulleys, etc.					
40. Ladders maintained in safe condition					
41. Local exhaust/ventilation provided, maintained, and used for grinder saws, saws and welding equipment					
42. Shop equipment has automatic startup warning sign where appropriate (e.g., air compressor)					
43. Welding areas equipped with fire extinguisher, welding screens and appropriate markings and color coded hoses are used					
44. Gas cylinders stored upright, properly chained with safety caps installed when cylinders are not in use					
45. Chemical containers in good condition and sealed when not in use					
46. Hazardous materials dispensed by approved pump. Gravity flow not in use					
47. Rags saturated with flammable liquids stored in approved metal containers					
<b>BIOLOGICAL HAZARD</b>					
48. Infectious waste properly stored and labeled, labels posted on containers and refrigerators					
49. Approved needle/sharps container available and used					
50. Biohazard signs displayed					

	NOT APPLICABLE	SATISFACTORY	NEEDS IMPROVEMENT	NEEDS IMMEDIATE ATTENTION	COMMENTS
<b>LABORATORY SAFETY</b>					
51. Warning signs posted for physical hazards (i.e., radiation, lasers and biohazards)					
52. Chemical containers in good condition, labeled appropriately, and properly capped					
53. Appropriate storage provided and utilized for temperature sensitive, water reactive, and flammable materials					
54. Materials stored in refrigerators are compatible. Refrigerator is labeled <i>Chemical Storage. No Food or Drink</i>					
55. Necessary personal protective equipment provided and maintained (PPE includes: gloves, aprons, respirators, face shields, etc.)					
56. Chemical safety procedures posted and followed where chemicals are used or stored					
57. Spill control material and procedures in place					
58. Laboratory heating devices (i.e., hot plates or bunsen burners) are not to be left unattended when in use					
59. Experiments or processes are not to be left abandoned and/or unidentified					
60. Hazardous materials dispensed by approved pumps. Gravity flow not in use					
61. Rags impregnated with flammable liquids stored in approved metal containers					
62. Overflow standpipes installed and maintained properly					
63. Equipment use is compatible with design and purpose					
64. Fume hoods inspected annually for indicator and adequate air flow					
65. Fume hoods are not to be used for storage or lined with combustible materials					
66. Gas cylinders stored upright, properly chained with safety caps installed when cylinders are not in use					

Plan of Action Approved by Dean, Director, Department Chair or Department Head

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Signature

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Date