

<b>Department of Public Works Facility Hazard Identification Inspections</b>				
Agency:			Location:	
Date:			Name of Inspector:	
#	N/A	Needs work	OK	Condition Surveyed
<b>Exterior Grounds, Walkways and Parking Areas</b>				
1				Perimeter fence and gates are in good condition. Warning signs legible.
2				Exterior lighting of grounds, walkways, & parking areas adequate and operational
3				Parking lots and driveways free of significant cracks and water accumulation
4				Sidewalks and stairs / ramps free of significant trip or slip hazards
5				Landscaping and vegetation do not present safety or security hazard. (overgrown)
6				Yard areas: clean and storage organized. Bottom of fence secured.
7				Outside sheds & storage areas: storage organized and secured against falling.
8				Roof, gutters, and downspouts are clean and control run-off properly
9				Area is free of signs of rodent, insects, or feral animals being present
<b>Life Safety and Fire Protection Equipment</b>				
10				Intrusion alarm is operational and free of trouble or active alarms
11				Closed-circuit TV cameras are operational, properly aimed and focused
12				Fire sprinkler system is operational, controls valves accessible & locked / alarmed
13				Fire detection system operational and free of trouble or active alarms
14				Fire extinguishers are accessible and in good condition – SIGN REAR OF TAGS
15				Emergency and Exit lights are lit and worked when test button/switch used
16				Panic hardware on exit doors worked easily. Doors latched when closing
17				Emergency generator operated on monthly basis
18				Emergency eyewash and showers are clean, accessible and flushed monthly
<b>Mechanical Rooms &amp; Areas</b>				
19				Outlets and junction boxes are covered. Electrical cords are in good condition.
20				36 inch clearance in front of electrical panels and other controls.
21				Ventilation / HVAC system is operating properly.
22				Door closers are operating properly.
23				Sinks, tubs, and plumbing fixtures are in good condition & working properly.
24				Mechanical Room is free of storage and access is available to equipment controls.
25				Compressed gas cylinders are secured by chains / brackets. None are loose
26				Air compressor oil level checked and full. Pressure tank was drained.
27				Flammable & combustible liquids stored in flammable cabinets. 1 day supply out
28				Storage and dispensing areas of hazardous substances clean, organized & labeled
29				Tools and cleaning supplies are properly stored
30				Trash is emptied. Housekeeping is adequate

*\*Write line #'s & comments on back for all "Needs Work" listings, and notify management to initiate required corrective action.  
This document does not and is not intended to address every loss potential. There may be other conditions that may contain a potential for liability.*

31				Turnout gear / personal lockers are organized and do not present slip-trip hazard
32				Ladders, shelves, lockers are secured against tipping over
<b>Offices and Crew Areas</b>				
33				Bathrooms are clean, supplies adequate, and trash emptied
34				Refrigerator and stove are clean. Kitchen is free of signs of rodents / insects.
35				Trash is emptied. Housekeeping is adequate.
36				Hallways / stairwells are well-lit, clear of obstructions and free of slip-trip hazards
37				Walls, floors, and ceilings are free of water, rodent, or mechanical damage.