|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Municipal Complex/Administration Building  Facility Hazard Identification Inspection | | | | | |
| Agency: | | | | | Inspection Date: |
| Name of Inspector: | | | | | Title: |
| Location Inspected: | | | | | |
| # | Needs  Work | N/A | OK | Condition Surveyed | |
| 1 |  |  |  | Means of egress readily accessible & unobstructed? Fire doors kept closed? Y or N | |
| 2 |  |  |  | Occupancy limits posted in all conference & meeting rooms seating 30 or more? | |
| 3 |  |  |  | Emergency evacuation plan maps & emergency phone numbers posted | |
| 4 |  |  |  | Emergency lights operational- spot check several Bathrooms covered by E- lights? | |
| 5 |  |  |  | Exit lights and / or signs visible & illuminated? Any “Tritium” Powered signs? Y or N | |
| 6 |  |  |  | Extension cords: minimal use & in good condition? (used less than 90 days) | |
| 7 |  |  |  | Overhead obstructions clearly marked in contrasting color? Padded? Y or N | |
| 8 |  |  |  | Walking surfaces free of holes, or slip-trip-fall hazards no wrinkled carpets, walk off mats? | |
| 9 |  |  |  | Handicap access ramps provided, have railings & in good condition? | |
| 10 |  |  |  | Stairway handrails provided & in good condition & tightly secured minimum 3 inches from wall | |
| 11 |  |  |  | Hand rail(s) on all stairs of more than 4 steps? On right side descending required | |
| 12 |  |  |  | Stair treads and nosing in good condition & adequately illuminated? | |
| 13 |  |  |  | Stairways free of storage or obstruction? Doors kept closed? | |
| 14 |  |  |  | Housekeeping adequate - no hanging plants over equipment? | |
| 15 |  |  |  | Filing cabinets fastened together or secured to prevent tipping? | |
| 16 |  |  |  | File room: storage of materials properly arranged? Minimum 18 inches below sprinklers? | |
| 17 |  |  |  | Illumination adequate throughout – coverage reviewed for Emergency lights? | |
| 18 |  |  |  | All transaction windows protected & duress alarms tested annually? | |
| 19 |  |  |  | Temporary portable heaters clear of combustible / flammable materials? | |
| 20 |  |  |  | First Aid Kit, BBP Kit and AED if available: Inspected & maintained? | |
| 21 |  |  |  | Electric room & panels clear of combustible material & circuits identified | |
| 22 |  |  |  | Electrical outlet / switch covers secure all receptacles 3-wire ground type | |
| 23 |  |  |  | Coffee pots, copiers, portable electric heaters in good condition, properly located & shut off after hours | |
| 24 |  |  |  | Hot water heater regulated to below 120 0 Fahrenheit? TPT valve piped to floor? | |
| 25 |  |  |  | Surge protector on all electrical accessories, GFCI’s within 60 inches of water sources | |
| 26 |  |  |  | Electrical panels labeled for voltage levels, # of phases, and arc flash warnings? | |
| 27 |  |  |  | Electrical panels unobstructed (36 inch clearance), have directories & covers closed? | |
| 28 |  |  |  | All GFCI receptacles trip tested at least annually? Records maintained? | |
| 29 |  |  |  | Fire extinguishers serviced annually & inspected monthly? | |
| 30 |  |  |  | Air handling equipment filter(s) cleaned and / or changed periodically? | |
| 31 |  |  |  | Doors to equipment rooms, boiler rooms and basement marked “Not an Exit” | |
|  | Mechanical Equipment  *Building does not have (skip 32-36)* | | | | |
| 32 |  |  |  | Fire alarm and / or detection system functional? Pull boxes accessible for wheelchairs? | |
| 33 |  |  |  | Elevator inspection certificates current & posted? Car levels within ½ inch at landings? | |
| 34 |  |  |  | Elevator entrance signs posted “In Case of Fire, Do Not Use”? Inside car phone operational? | |
| 35 |  |  |  | Sprinkler controls accessible & inspected annually? Last flow check date was: MM/DD/YYYY | |
| 36 |  |  |  | Sprinkler heads: at least 18 inches of clearance from stored materials? | |