

Municipal Library Facility Hazard Identification Inspection				
Agency:			Location:	
Date:			Name of Inspector:	
#	Needs Work	N/A	OK	Condition Surveyed
<b>Exterior Grounds, Walkways and Parking Areas</b>				
1				Exterior lighting of grounds, walkways, & parking areas adequate and operational
2				Parking lots and driveways free of significant cracks and water accumulation
3				Sidewalks and stairs / ramps free of significant trip or slip hazards
4				Rails and handrails are present, not loose, and in good condition
5				Vegetation and landscaping does not create slip / trip or security hazard
6				Roof, gutters, and downspouts are clean and control run-off properly
7				Area is free of signs of rodent, insects, or feral animals being present
8				Exterior emergency phone tested and worked properly
<b>Life Safety and Fire Protection Equipment</b>				
9				Intrusion alarm is operational and free of trouble or active alarms
10				Closed-circuit TV cameras are operational, properly aimed and focused
11				Fire sprinkler system is operational, controls valves accessible & locked / alarmed
12				Fire detection system operational and free of trouble or active alarms
13				Fire extinguishers are accessible and in good condition – SIGN REAR OF TAGS
14				Emergency and Exit lights are lit and worked when test button/switch used
15				Panic hardware on exit doors worked easily. Doors latched when closing
16				Emergency generator operated on monthly basis
17				First aid kit fully stocked. AED in READY condition. Expirations dates checked
<b>Public &amp; Employee Areas</b>				
18				Elevator inspected within past 12 months. Current certificate posted / available
19				No unapproved space heaters or extension cords are present
20				Approved space heaters are clear of combustible materials
21				Electrical cords are not secured to furniture, thru doors, or across paths of travel
22				Emergency evacuation plans and instructions are posted and legible
23				Hallways / stairwells are well-lit, clear of obstructions and free of slip-trip hazards
24				Stair treads and railing / handrail are secure
25				Areas around and 36" in front of electrical panels is clear
26				Areas and floor around mechanical equipment is free of slip-trip hazards.
27				Storage is 18" below sprinkler heads or 24" below ceiling

*\*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.*

28				No storage in HVAC and other mechanical rooms. Tools & equipment orderly
29				Storage areas of cleaning & hazardous substances clean, labeled, and proper
30				Electrical cords of copiers and other library machinery are in good condition
31				Trash is emptied. Housekeeping is adequate
32				Ladders, shelves, lockers are secured against tipping over
33				Bathrooms are clean, supplies adequate, and trash emptied
34				Refrigerator and stove are clean. Kitchen is free of signs of rodents / insects.
35				Coffee pots, microwave, and kitchen appliances are clean and cords intact
36				Walls, floors, and ceilings are free of water, rodent, or mechanical damage.