

### Police Department Facility Hazard Identification Inspection

Agency:				Location:			
Date:				Name of Inspector:			
	N/A	Needs Work	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				Roof, gutters, and downspouts are clean and control run-off properly			
6				Area is free of signs of rodent, insects, or feral animals being present			
<b>Life Safety and Fire Protection Equipment</b>							
7				Intrusion alarm is operational and free of trouble or active alarms			
8				Closed-circuit TV cameras are operational, properly aimed and focused			
9				Fire sprinkler system is operational, controls valves accessible & locked / alarmed			
10				Fire detection system operational and free of trouble or active alarms			
11				Fire extinguishers are accessible and in good condition – SIGN REAR OF TAGS			
12				Emergency and Exit lights are lit and worked when test button/switch used			
13				Panic hardware on exit doors worked easily. Doors latched when closing			
14				Emergency generator operated on weekly basis			
15				First aid kit fully stocked. AED in READY condition. Expirations dates checked			
16				Panic alarms tested and received at monitoring station			
<b>Building, Housekeeping and Sanitary Conditions</b>							
17				Sally port overhead doors entrapment sensors tested and operated properly			
18				Sally port floors are clean and clear of clutter. Area is free of potential weapons.			
19				Dispatch Area-electrical and communication wires are orderly & not a trip hazard			
20				Fitness Area-equipment is in good condition and stored not to present trip hazard			
21				Locker Rooms-showers, counters, and floors are clean. Personal items secured			
22				No unapproved space heaters or extension cords are present			
23				Approved space heaters are clear of combustible materials			
24				Electrical cords are not secured to furniture, thru doors, or across paths of travel			
25				Hallways / stairwells are well-lit, clear of obstructions and free of slip-trip hazards			
26				Stair treads and railing / handrail are secure.			
27				Areas around and 36" in front of electrical panels is clear			
28				Areas and floor around mechanical equipment is free of slip-trip hazards.			
29				Storage is 18" below sprinkler heads or 24" below ceiling			
30				No storage in HVAC and other mechanical rooms. Tools & equipment orderly.			
31				Storage areas of cleaning & hazardous substances clean, organized, & labeled			

*\*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.*

32				Electrical cords of office and kitchen machines are in good condition & orderly
33				Trash is emptied. Housekeeping is adequate
34				Bathrooms are clean, supplies adequate, and trash emptied
35				Refrigerator and stove are clean. Kitchen is free of signs of rodents / insects.
36				Coffee pots, microwave, and kitchen appliances are clean and cords intact
37				Walls, floors, and ceilings are free of water, rodent, or mechanical damage.