

Office & Administrative Facilities Hazard Identification Inspection

Agency:				Inspection Date:	
Name of Inspector:				Title:	
Location Inspected:					
#	Needs Work	N/A	OK	Condition Surveyed	
Exterior Grounds, Walkways and Parking Areas					
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	
Life Safety and Fire Protection Equipment					
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	
18				Panic alarms tested and received at monitoring station	
Public & Employee Areas					
19				Elevator inspected within past 12 months. Current certificate posted / available	
20				No unapproved space heaters or extension cords are present	
21				Approved space heaters are clear of combustible materials	
22				Electrical cords are not secured to furniture, thru doors, or across paths of travel	
23				Emergency evacuation plans and instructions are posted and legible	
24				Hallways / stairwells are well-lit, clear of obstructions and free of slip-trip hazards	
25				Stair treads and railing / handrail are secure.	
26				Areas around and 36" in front of electrical panels is clear	
27				Areas and floor around mechanical equipment is free of slip-trip hazards.	
28				Storage is 18" below sprinkler heads or 24" below ceiling	
29				No storage in HVAC and other mechanical rooms. Tools & equipment orderly.	

**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.*

	Public & Employee Areas		
30			Storage areas of cleaning & hazardous substances clean, labeled, and proper
31			Electrical cords of copiers & office machines are in good condition & orderly
32			Trash is emptied. Housekeeping is adequate
33			Ladders, shelves, lockers are secured against tipping over
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.