

Police Department 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				Roofs, gutters, and downspouts are clean and control run-off properly
6				The area is free of signs of rodent, insects, or feral animals being present
Life Safety and Fire Protection Equipment				
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 valve 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
Building, Housekeeping, and Sanitary Conditions				
17				Sally port overhead doors entrapment sensors tested and operated properly
18				Sally port floors are clean and clear of clutter. The 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, through 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

**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.*

Building, Housekeeping, and Sanitary Conditions (cont.)			
30			No storage in HVAC and other mechanical rooms. Tools & equipment orderly.
31			Storage areas of cleaning & hazardous substances clean, organized, & labeled
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			The 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.