

Pleasant Valley School District
Workplace Safety Committee

Building Inspection Form

Office Areas

School: _____

Date: _____

Location: _____

Completed by: _____

1. Floors are even, carpet is free of bulges/wrinkles and non-slip finishes are used. YES NO Date of Action: _____

Comment: _____

2. Spilled liquids, tracked in water are cleaned up and "Wet Floor" signs are used. YES NO Date of Action: _____

Comment: _____

3. Halls and aisles are free of obstacles. YES NO Date of Action: _____

Comment: _____

4. Cords across aisles are covered, "Watch Your Step" signs are used. YES NO Date of Action: _____

Comment: _____

5. Mirrors are placed at blind corners in high traffic areas. YES NO Date of Action: _____

Comment: _____

6. File cabinets are secured to prevent tip over. YES NO Date of Action: _____

Comment: _____

7. Emergency phone numbers are posted. YES NO Date of Action: _____

Comment: _____

8. Evacuation routes are posted. YES NO Date of Action: _____

Comment: _____

9. Exit signs are in place, in proper working order and plainly visible. YES NO Date of Action: _____

Comment: _____

10. All exits are free of obstructions. YES NO Date of Action: _____

Comment: _____

11. Fire extinguishers are mounted and regularly serviced. YES NO Date of Action: _____

Comment: _____

Safety is No Accident

12. Electrical cords are periodically inspected and in good condition. YES NO Date of Action: _____

Comment: _____

13. Stairway and fire doors are kept closed. YES NO Date of Action: _____

Comment: _____

14. All combustibles are kept at least 3 feet from electrical panels. YES NO Date of Action: _____

Comment: _____

15. HAZCOM: _____ MSDS Books YES NO Date of Action: _____

Comment: _____

Other comments or notes: _____

If more space is needed, attach extra sheet to this form.