



# General Checklist for Buildings and Facilities

Download additional self-inspection checklists at <http://engineering.tamu.edu/safety/>

Date \_\_\_\_\_ Room No. \_\_\_\_\_  
 Inspector \_\_\_\_\_ Location \_\_\_\_\_  
 Faculty/PI \_\_\_\_\_ Dept. \_\_\_\_\_

Items for evaluation	Yes	No	Comments	Action to be taken
<b>Bulletin boards and signs</b>				
Are they clean and readable?				
Is the material changed frequently?				
Is the material appropriate to the mission & goals?				
Are the mandatory employee rights, HazCom, Emergency Contacts, and MSDS information posted?				
Are exit doors, fire extinguishers, laboratories, and hazardous locations clearly identified?				
<b>Floors</b>				
Is there loose material, debris, worn carpeting?				
Are the floors slippery, oily, or wet?				
<b>Stairways and aisles</b>				
Are they clear and unblocked?				
Are stairways well lighted?				
Are the aisles marked and visible?				
No trash or equipment stored in stairwells?				

Items for evaluation	Yes	No	Comments	Action to be taken
Are all hand-held power tools equipped with "dead-man" control so power will be automatically cut off upon release of the control by the operator?				
<b>Building equipment</b>				
Are guards, screens, and sound-dampening devices in place and effective?				
Are the chairs worn or badly designed?				
Are there sharp edges on desks and cabinets?				
Are there problems with poor ergonomics? (keyboard elevation, chair, workstation adjustment, etc.)				
Are ladders safe, well maintained, and properly affixed?				
Are regular maintenance logs kept and reviewed?				
Are pre-operating checklists performed where necessary?				
<b>Emergency equipment</b>				
Is all fire control equipment regularly tested?				
Is fire control equipment appropriate for the type of fire it must control?				
Is emergency lighting in place and regularly tested?				
Are emergency evacuation or fire drills conducted on the required schedule?				
Are designated floor proctors available and trained to assist in evacuations?				
<b>Building</b>				
Are swinging doors under control?				
Are floor and wall openings barricaded?				
Are ladders, stairways, and ramps without hindrance?				

Items for evaluation	Yes	No	Comments	Action to be taken
Are guardrails in place?				
Are all materials stored safely?				
<b>Air handling system</b>				
Have indoor air quality (IAQ) complaints have been reported?				
Are filters on vent hoods clean?				
Were new partitions installed?				
Are there strong odors?				
Is the air particularly stale or musty?				
Is staff complaining of regular headaches, sleepiness, etc.?				
Does ventilation control dusts, fumes, and vapors?				
Are air handling units routinely inspected, cleaned and sanitized?				
Are ventilation ducts routinely inspected, cleaned, and sanitized?				
Are passageways and work areas clean of obstructions?				
Are ducts, plenums, air handlers, and mechanical equipment rooms used for inappropriate storage?				
Are air handler mechanical rooms routinely inspected and cleaned?				
<b>Hammers</b>				
Is the correct type of hammer used for the type of work to be done?				
While using a hammer, is the swing unobstructed and is there a lookout kept for overhead interference?				

Items for evaluation	Yes	No	Comments	Action to be taken
Is the hammer checked for defects before using?				
<b>Dangerous substances</b>				
Are material safety data sheets posted, available and up to date?				
Do signs clearly identify chemical storage areas?				
Are all chemicals properly labeled?				
Are eyewash bottles and eyewash fountains available and cleaned and maintained?				
Is personal protective equipment readily available?				
Are chemicals stored properly?				
Are all compressed gas cylinders secured?				
Have safer substitutes been requested for all dangerous products?				
Is the hazardous substance inventory current and available?				
Is there proper grounding?				
<b>Sanitation</b>				
Are washrooms and food preparation/eating areas clean?				
Are measures in place to prevent the spread of disease?				
Do workers have facilities to wash before handling food, etc.?				
Are chemicals stored adjacent to food or food preparation areas?				
<b>Security</b>				
Do entry and exit procedures provide personal security at night?				

Items for evaluation	Yes	No	Comments	Action to be taken
Are emergency (evacuation, fire, and bomb threat) procedures in place?				
<b>Lighting</b>				
Are lamp reflectors clean?				
Are bulbs missing/broken?				
Are any areas dark?				
Is the level of light adequate for safe and comfortable performance of work?				
Does lighting produce glare on work surfaces, VDT screens and keyboards?				
Is the emergency lighting adequate and regularly tested?				
<b>Materials handling and storage</b>				
Are materials stored neatly and safely?				
Are mirrors, warning lights, and signs in place?				
Are passage ways, walkways, aisle ways, and work areas clean of obstructions?				
Do vehicles/pedestrians have clearly marked and unobstructed paths throughout the workplace?				
Is there safe clearance for all equipment through aisles and doors?				
Is stored material stable and secure?				
Are storage areas free from tripping hazards?				
Are only trained operators allowed to operate forklifts?				
Is charging of electric batteries performed only in designated areas?				

Items for evaluation	Yes	No	Comments	Action to be taken
Are dock boards (bridge plates) used when loading or unloading from dock to truck?				
Are specifications posted for maximum safe loads for shelving, floors, and roofs?				
Are racks and platforms loaded only within the limits of their capacity?				
Are shelving and racks secured?				
Are chain hoists, ropes, and slings adequate for the loads and marked accordingly?				
Are slings inspected daily before use?				
Are pallets, skids the correct type, and inspected?				
Do personnel use proper lifting techniques?				
Is the size and condition of containers hazardous to workers?				
Are elevators, hoists, etc., properly used with appropriate signals and directional warning signs?				
<b>General</b>				
Are extension cords used extensively?				
Are electrical or telephone cords exposed in areas where employees walk?				
Do cords/cables extend into walkways?				
Are multiple fuse protected multi-plug strips used on a single extension cord?				
Are machines properly guarded?				
Is electrical wiring properly concealed?				

Items for evaluation	Yes	No	Comments	Action to be taken
Does any equipment have sharp metal projections?				
Are wall and ceiling fixtures fastened securely?				
Are paper and wastes properly disposed?				
Are desk and file drawers kept closed when not in use?				
Are office accessories in secure places?				
Are materials stacked on desks or cabinets?				
Are file cabinet drawers overloaded?				
Are filing stools or wastebaskets placed where they might be tripping hazards?				
<b>Training</b>				
Does initial training include a thorough review of hazards and accidents associated with the job?				
Is adequate instruction in the use of personal protective equipment provided?				
Is training for the use of emergency equipment provided?				
Are workers knowledgeable in the "right to refuse" procedures?				
<b>Weather</b>				
Are resources – drinking water and lined gloves, for example – available to deal with very hot or very cold conditions?				
Are work surfaces and grip surfaces safe when wet?				
<b>Work process</b>				
Do hazard signs and tags inform employees?				
Have all trucks, forklifts, and other equipment been inspected and maintained?				

Items for evaluation	Yes	No	Comments	Action to be taken
Are lockout procedures followed?				
Is ventilation equipment working effectively?				
Are fume and dust collection hoods properly adjusted?				
Are written procedures available?				
<b>Fire emergency procedures</b>				
Is there a clear fire response plan posted for each work area?				
Do all workers know the plan?				
Are drills held regularly?				
Are fire extinguishers chosen for the type of fire most likely in that area?				
Are there enough extinguishers present to do the job?				
Are extinguisher locations conspicuously marked?				
Are extinguishers properly mounted and easily accessible?				
Are all extinguishers fully charged and operable?				
Are special purpose extinguishers clearly marked?				
Is proper protective equipment available where necessary?				
Is PPE inspected regularly?				
<b>Means of exit</b>				
Are there enough exits to allow prompt escape?				
Do employees have easy access to exits?				

Items for evaluation	Yes	No	Comments	Action to be taken
Are exits unlocked to allow egress?				
Are exits clearly marked?				
Are exits and exit routes equipped with emergency lighting?				
<b>Warehouse and shipping</b>				
Are dock platforms, bumpers, stairs, and steps in good condition?				
Are light fixtures in good condition?				
Are all work areas clean and free of debris?				
Are stored materials properly stacked and spaced?				
Are tools kept in their proper place?				
Are there metal containers for oily rags and for rubbish?				
Are floors free of oil spillage or leakage?				
Is absorbent material available for immediate clean up of spills and leaks?				
Are pedestrian traffic areas clearly marked?				
Are racks secured?				
<b>Loading/unloading docks</b>				
Are steps, railings, and retractable ramps on raised platforms in good repair?				
Is the lighting in the area adequate?				
<b>Loading/unloading docks</b>				
Are steps, railings, and retractable ramps on raised platforms in good repair?				

Items for evaluation	Yes	No	Comments	Action to be taken
Is the lighting in the area adequate?				
Are walking surfaces in good condition?				
<b>Machine guards</b>				
Are all dangerous machine parts adequately guarded?				
Do machine guards meet standards?				
Are lockout procedures followed when performing maintenance with guards removed?				
<b>Electrical</b>				
Are all machines properly grounded?				
Are portable hand tools grounded or double insulated?				
Are junction boxes closed?				
Are extension cords out of the aisles where they cannot be abused by heavy traffic?				
Are extension cords being used as permanent wiring?				
Are extension cords plugged into exterior cords?				
<b>Tools and machinery</b>				
Do power tools conform to standards?				
Are defective tools tagged and removed from service as part of a regular maintenance program?				
Are tools and machinery used so as to avoid electrical hazards?				
Is proper training given in the safe use of tools and machinery?				
Are manufacturers' manuals kept for all tools and equipment?				

Items for evaluation	Yes	No	Comments	Action to be taken
<b>Confined spaces</b>				
Are entry and exit procedures available and adequate?				
Are emergency and rescue procedures in place (e.g., trained safety watchers)?				
<b>Housekeeping</b>				
Is the work area clean and orderly?				
Are floors free from protruding nails, splinters, holes, and loose boards?				
Are aisles and passageways kept clear of obstructions?				
Are permanent aisles and passageways clearly marked?				
Are covers of guardrails in place around open pits, tanks, and ditches?				
<b>Floor and wall openings</b>				
Does a railing guard ladder-ways and door openings?				
Do temporary floor openings have standard railings or someone constantly on guard?				
<b>Elevating devices</b>				
Are capacities posted on equipment?				
Are they regularly inspected, tested, and maintained?				
<b>Sound level/noise</b>				
Are warning signs posted?				
Is hearing protection available?				
<b>Temporary work structure</b>				
Are temporary work structures used only when it is not reasonably practicable to use permanent ones?				
Are excavations properly shored, free of large objects (rocks, etc.) at the edges?				

Items for evaluation	Yes	No	Comments	Action to be taken
<b>Employee facilities</b>				
Are facilities kept clean and sanitary?				
Are facilities in good repair?				
Are eating facilities provided away from toxic chemicals?				
<b>First aid</b>				
Are there employees trained as first-aid practitioners on each shift worked?				
Are first-aid supplies available?				
Are first-aid supplies replenished as they are used?				
Are the names and work locations of the first-aid attendants posted?				
<b>Personal protective equipment</b>				
Is required equipment provided?				
Does equipment fit properly and is it maintained?				
Is PPE used only when it is not reasonable to eliminate or control the hazardous substances or process?				
Are warning signs prominently displayed in all hazard areas?				