

BUILDING INSPECTION CHECKLIST

This document was created as a learning tool to help educate the campus community on the most common building inspection violations. This tool can be used as a checklist to do an internal inspection of your department. Use the checklist to identify some of the hazards in your area. Any concerns/violations that are maintenance related please contact your Building Manager or submit a work request to Facility Management through Archibus. For more information on safety, please visit our website at <http://safety.uncc.edu/>.

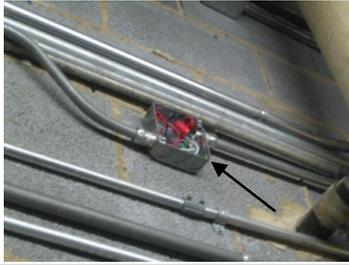
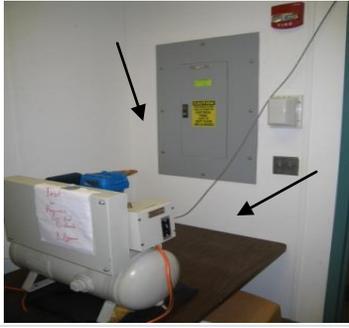
Building Name: _____ **Date:** _____

CHECK	ITEM	GENERAL OFFICE REQUIREMENT	PICTURES
	Aisles, Hallways, Corridors, Stairwells	Furniture or other obstructions are not allowed in hallways and stairwells. Exit doors are not allowed to be obstructed. Take Action: Remove items from hallways, under stairwells, aisles, etc. Contact building facility manager or Surplus for assistance.	
	Exits	Exit shall not be obstructed. Take Action: Remove items from means of egress exit. Contact building facility manager or Surplus for assistance.	
	Housekeeping	All work locations shall be kept clean, orderly and in a sanitary condition. Take Action: Survey your work location especially offices and remove clutter, secure power cables, secure data cables and maintain order.	
	Exit Lights	Ensure exit signs are not obstructed, missing and the light is operational. Take Action: Contact building facility manager.	

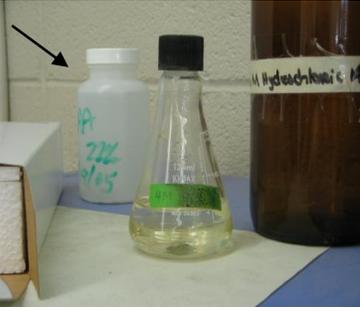
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	<p>Stair/ Corridor Doors</p>	<p>Fire doors shall not be chocked open unless held by magnetic door hold. These doors are normally leading into a stairwell. Take Action: Remove object holding fire door open or contact building facilities manager for magnet door installation.</p>	
	<p>Classroom Occupancy</p>	<p>Rooms shall not contain more people or seating above the occupancy level. A good rule of thumb is a normal size classroom with only one exit door shall not contain more than 49 seats. Take Action: Contact EH&S for an evaluation and/or remove some of the seating.</p>	
	<p>Open Flames</p>	<p>Candles, pyrotechnics, welding and other open flame devices are not allowed in campus. Take Action: Remove candles and contact EH&S to determine if other open flame devices can be approved as part of a business function.</p>	
	<p>Electrical/ Mechanical Rooms</p>	<p>Shall not contain storage items such as desk, tables, chairs, etc. Take Action: Remove items from Electrical/Mechanical rooms.</p>	
	<p>Electrical Cords</p>	<p>The small household use only “white and brown” electric extension cords shall not be used in our facilities. The large orange electric extension cords shall only be used for a maximum of 90 days. All cords shall not create tripping hazard, ran under carpet, doorways, through drop ceilings/walls, or be damaged in any way. Take Action: Remove electrical cords that are creating a hazard. Contact building facility manager or Surplus to have items removed or new electrical outlets installed.</p>	

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Electrical		<p>Electrical cords and power strips shall not be damaged or tied in together.</p> <p>Take Action: Remove electrical cords that are creating a hazard. Contact building facility manager or fixed assets to have items removed or new electrical outlets installed.</p>	
Electrical Outlet Cover		<p>Electrical outlet covers are required.</p> <p>Take Action: Contact building facility manager to have electrical cover plates replaced.</p>	
Electrical Panels		<p>Electrical Panel boxes must have a clearance of 36 inches.</p> <p>Take Action: Remove items obstructing electrical panel box.</p>	
Fire Extinguishers		<p>Fire Extinguishers must be accessible, inspected monthly and annually.</p> <p>Take Action: Remove items obstructing fire extinguisher and contact building facility manager regarding inspections.</p>	
Sprinkler		<p>Storage not shall be within 24 inches of a ceiling and 18 inches of a sprinkler head.</p> <p>Take Action: Remove items at least 24 inches below ceiling and 18 inches from sprinkler heads.</p>	

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	Chemicals	<p>Inventory of all chemicals must be kept including accessible material, safety data sheets (MSDS). The chemicals container must also be labeled with chemical name and be stored in approved location (i.e. approved flammable storage cabinet)</p> <p>Take Action: Contact EH&S to evaluate current chemical inventory, chemical labeling and storage locations in accordance with Hazard Communication Program.</p>	
CHECK	ITEM	LABORATORY & SHOP REQUIREMENT	PICTURES
	Food and Drink	<p>Food and drink is not allowed in a laboratory setting unless it is being used as part of the laboratory experiment.</p> <p>Take Action: Remove all food and drink from laboratory and post signage. Label all research food not for human consumption. Contact EH&S to evaluate laboratory and provide assistance to ensure compliance with chemical hygiene plan.</p>	
	PPE	<p>Personal protective equipment (PPE) must be properly selected before performing a task. It must be accessible, worn while working in a laboratory, properly stored, cleaned and disposed of.</p> <p>Take Action: Contact PPE hazard assessment and select the appropriate equipment. Ensure that employees have been trained and provided with the appropriate PPE. Post necessary signage and implement administrative controls to ensure personnel follow the rules. Please Note: Respirators require medical evaluation. Contact EH&S for assistance.</p>	
	Chemical Management	<p>Inventory of all chemicals must be kept including accessible material, safety data sheets (MSDS). The chemicals container must also be labeled with chemical name and be stored in approved location (i.e. approved flammable storage cabinet, enclosed shelving without storage on top shelf). Also incompatible chemicals should not be stored together.</p> <p>Take Action: Contact EH&S to evaluate current chemical inventory, chemical labeling and storage location to ensure compliance with chemical hygiene plan.</p>	

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<p style="text-align: center;">Chemical Management</p>	<p>All secondary chemicals must be properly labeled. Take Action: Ensure chemical name is included on the secondary container. Contact EH&S to evaluate current chemical usage to ensure compliance with chemical hygiene plan.</p>	
<p style="text-align: center;">Gas Cylinders</p>	<p>Compressed gas cylinders must be stored upright and secured (i.e. chain, straps), and have protective cap. Do not store incompatible cylinders together. For example, oxygen cylinders shall not be stored within 20 feet of other flammable gas cylinders or highly combustible materials. Take Action: Ensure gas cylinders are properly stored and secured. Ensure personnel have been adequately trained. Contact EH&S to evaluate current compressed gas cylinder usage to ensure compliance with compressed gas cylinder requirements.</p>	
<p style="text-align: center;">Eyewash & Safety Showers</p>	<p>Eyewash stations and safety showers should not be obstructed. Take Action: Remove obstructions from safety showers and eyewash stations.</p>	
<p style="text-align: center;">Housekeeping and Machine Guarding</p>	<p>Work areas should be maintained in good housekeeping standards. Machine guards should be in place for moving machine parts. Take Action: Organize and clean-up work environment. Ensure guards are replaced on equipment.</p>	

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	Machine Guarding	<p>Machine guards should be intact and in good working order.</p> <p>Take Action: Replace machine guards and conduct inspections of equipment before use. Please contact EH&S to conduct an evaluation of your work area.</p>	
	Hazardous Waste	<p>Hazardous waste must be stored and disposed of properly. It must be labeled with the words "Hazardous Waste" and container must be closed.</p> <p>Take Action: Please contact EH&S for evaluation and complete the hazardous waste request for disposal form.</p>	