

Department:							
Location:							
Inspector:							
Date:							
INSPECTION ITEMS		Y	N	N/A	Corrective Action	Corrected at time of inspection	Date Complete
Administrative							
1. Is there a current IIPP in a location known and accessible to all employees?							
2. Have employees received required IIPP trainings?							
3. Is there a safety bulletin board displaying Emergency phone numbers, evacuation routes safety meeting information?							
4. Are Material Safety Data Sheets (MSDSs) on file and available to employees?							
5. Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency evacuation route and procedures?							
6. Are fire inspections and fire drills documented?							
General Safety/Housekeeping							
7. Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?							
8. Are filing cabinets, bookcases and other items over 4 feet tall securely bolted to walls?							
9. Are materials on shelves above chest level secured by doors or straps?							
10. Are cubicle walls secured?							
11. Are coffee machines, etc. securely fixed to avoid risk of scalds?							
12. Is overhead storage of heavy items prevented?							
13. Are heavy files placed in bottom drawers to prevent tipping?							
14. Are file drawers kept closed when not in use?							
15. Are stepladders provided for high storage areas?							
16. Are office areas cleaned & maintained regularly?							
17. Are storage rooms & recycling areas neatly maintained?							

INSPECTION ITEMS	Y	N	N/A	Corrective Action	Corrected at time of inspection	Date Complete
18. Are all waste materials placed in the proper waste containers and emptied regularly?						
19. Is flooring in good condition with loose rugs and mats secured?						
20. Have missing or loose ceiling tiles been repaired?						
21. Is paper cutter equipped with guard?						
22. Do electric fans have a grill or guard for finger protection?						
Fire Protection						
23. Are exits visibly marked & clear of obstruction?						
24. Are fire doors closed securely at all times?						
25. Are stairwells clear?						
26. Are proper fire extinguishers available & inspected?						
27. Are special procedures in place for workers with disabilities to assist them to exits?						
28. Are combustible materials stored in assigned storage cabinets or designated areas?						
29. Are materials stored at least 18 inches away from sprinkler heads or 24 inches from ceiling where no sprinkler system exists)?						
30. Are fire drills held on a regular basis?						
31. Are electric space heaters plugged directly into walls, have working tip over switch and away from combustible materials?						
Electrical						
32. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?						
33. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not to be used as a permanent source of electrical supply- have additional outlets installed; not be linked together. No "thin zip cords.")						
34. Is clear access (36" clearance) provided to electrical panels?						
35. Are cord or cable systems used to manage all cords or cables?						

Office Safety Inspection Checklist

INSPECTION ITEMS	Y	N	N/A	Corrective Action	Corrected at time of inspection	Date Complete
36. Are extension cords at minimum 14 gauge (heavy-duty), 6' or less, and servicing only one appliance or fixture?						
37. Is faulty or broken equipment removed from service?						
38. Are lamps well clear of drapes, papers and other combustible materials?						
Computer Workstations						
39. Is the keyboard and mouse within easy reach?						
40. Are keyboard and monitor aligned?						
41. Are chairs used at computer workstations adjustable?						
42. Is leg and knee clearance available under the desk surface?						