



# Quarterly Safety/Building Inspection Form

**R7S-1-00**

Date: \_\_\_\_\_

Quarter: (Check one) Jan - March \_\_\_\_, April - June \_\_\_\_, July - September \_\_\_\_, Oct - Dec \_\_\_\_,

Campus: \_\_\_\_\_

Program Name/Building/Room Number: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Fire Safety and Emergency Equipment					
	Item	Yes	No	N/A	Comments
1	Are all fire extinguishers visible & accessible? Are they fully charged? (check for needle in the green) Is the pin in place & secure?				
2	Are fire extinguisher inspection tags in place and less than one year old? (check punched date for year & month)				
3	Is the fire alarm system functioning properly and has it been tested within the past year? (look for green inspection tag on alarm control panel)				
4	Are smoke detectors functioning correctly? (test each alarm, push test button)				
5	Are all exits marked with illuminated exit signs? (If battery operated, test by pushing button)				
6	Are evacuation plans posted near doors and in halls?				
7	Are all doors and hallways leading to an exit, free to access with no possibility of being locked in?				
8	Are exit routes kept free of obstructions?				
9	Do exit doors open outwards? Will fire & exit doors close and latch properly?				
10	Are fire/evacuation drills conducted once a year?				
11	If there are portable heaters present in your area, do they have automatic shut off if tipped over? Are they operated away from flammable materials?				
12	Are emergency phone numbers posted? (ex: police, medical, fire, ambulance)				
13	Are emergency phone numbers in the contact list of your cell phone? (campus security, police, medical, fire, ambulance)				
Fire Safety and Emergency Equipment (continued)					



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Item		Yes	No	N/A	Comments
14	For each class you teach do you have a way to know who is actually present in your class should there be an emergency or drill?				
15	Do you take this list with you when you exit the classroom during an emergency or drill?				
16	Are emergency lights functioning correctly? (test by pushing button)				
17	Are first aid kits visible & accessible? Are they stocked? Are expiration dates current?				
18	Are BBP (Blood Borne Pathogen) spill kits stocked and accessible?				
19	Are you familiar with the correct procedure to use the BBP kit?				
20	Is there at least 18" clearance for all sprinkler heads?				
21	Are boxes, paper, or other combustible items allowed to accumulate that would present a fire hazard?				

## Building and Office Safety

Item		Yes	No	N/A	Comments
1	Are there any slip/trip/fall hazards located inside or outside your program area or building? Describe				
2	In areas that stay wet, greasy, or slippery are floor mats or other anti-slip material used and in good condition?				
3	Are service holes, drains, etc. properly covered?				
4	Is the building well lit, inside & outside?				
5	Is housekeeping in the building adequate?				
6	Are floors in good condition with no loose or broken flooring?				
7	Does the building have any pest problems?				
8	Are all ceiling tiles in place and in good condition throughout the building?				
9	Are stairways in good condition with handrails in place? Are stair treads in good condition?				
10	Is the building secure? Are all outside doors locked at the end of each day? Are all locks and other security devices functioning properly?				

## Building and Office Safety (continued)

Item		Yes	No	N/A	Comments
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11	If equipped, is the security system for the building working properly?				
12	Are all maintenance and mechanical areas secure? (i.e. boiler rooms, air handlers)				
13	Do any windows have broken panes?				
14	Do windows open & close correctly?				
15	Are all elevators working correctly? Are elevators equipped with an emergency phone?				
16	Is the parking lot in good condition? (i.e. no potholes, parking lines visible, etc.)				
17	Are there any water leaks in the building? Note exact location of leaks if it can be determined.				
18	Are all plumbing systems working properly? (toilet flushing problems, drainage problems, leaks from faucets, pipes, etc.)				
19	Are safety rules posted?				
20	Are printed SDS's accessible?				
21	Is eyewash highly visible and accessible in an emergency?				
22	Are all students wearing safety glasses?				
23	Are there extra safety glasses for visitors?				
24	Are there face shields and goggles available if required?				
25	Are students wearing ear protection?				
26	Does all equipment have shields and guards if required?				
27	Are air hoses in good condition ? (No hose clamps to hold fittings!)				
28	Do employees stand on chairs/desks instead of approved ladders/stepstools?				
29	Are aisles and walkways clear and marked?				
30	Are floors properly marked?				
31	Is there a proper ventilation system in place for exit of fumes from lab?				
32	Is there adequate storage for supplies?				

**Building and Office Safety (continued)**

	Item	Yes	No	N/A	Comments
33	Is equipment storage blocking exits, fire extinguishers, aisles, fire alarm, eye wash or emergency electrical cut-off?				



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34	Is the overall lab/classroom area clean, neat and well lighted?				
35	In shops, are the workbenches clean, neat and free of clutter?				
36	Is a housekeeping system in place to maintain an overall clean classroom/lab appearance?				
37	Can every disabled student have easy and clear access to computers, papers, instructor's desk, or other work areas? (wheel chairs, crutches, door handles, desk height, room to get legs under computer table)				

## Electrical Safety and Storage Methods

Item		Yes	No	N/A	Comments
1	Are all breaker boxes and junction boxes labeled correctly? Are empty breaker slots covered (no blanks)? Are there any hot spots? (Visible wiring, bare wiring) Are the doors closed?				
2	Check extension cords, are they properly grounded, adequately sized for the current being drawn, damaged in any way, and are they placed in a manner to prevent tripping? (Must have 3-prong male connector)				
3	Are there any exposed wires, frayed cords or wires, torn or frayed insulation, loose or broken conduit, etc.?				
4	Are outlets & switches covered properly and in good condition?				
5	Are storage areas neat? Are items stacked properly? Do top shelves have overhang? Are heavier items stored below shoulder height?				
6	Are all custodial areas in good condition? Are chemicals stored in appropriate container? Is this area secure?				

## Electrical Safety and Storage Methods (continued)

Item		Yes	No	N/A	Comments
7	Instructors: Are your cleaning supplies stored out of sight and tightly sealed?				
8	Are oxygen and /or acetylene tanks secured properly?				

## Violence Free Campus Policy

Item		Yes	No	N/A	Comments
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**NORTHWEST**  
LOUISIANA TECHNICAL COLLEGE

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	Has the campus received and/or reported any workplace violence occurrences in this quarter?				If so, provide documentation
	Are there existing or potential hazards for occurrences of workplace violence? Describe				
	Violence Free Campus Policy is posted in high traffic areas				
<b>Other Building Safety Issues &amp; Concerns Noted by the Inspector</b>					
<b>Item</b>		<b>Comments</b>			

\_\_\_\_\_  
**Inspector's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Safety Field Representative**

\_\_\_\_\_  
**Date**