



Location: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Inspector(s): \_\_\_\_\_

Note the location of any deficiency and complete a work order or send an email work order to \_\_\_\_\_.

Exterior	YES	NO <sup>1</sup>	NA
a) Are walkways clear of obstacles that could cause a tripping hazard?			
b) Are parking lots free of tripping hazards (i.e., potholes)?			
c) Are walkways, parking lots, and stairs kept free of snow and ice?			
d) Is parking lot lighting adequate and functioning?			

Housekeeping	YES	NO <sup>1</sup>	NA
a) Are floors kept clean?			
b) Are ceiling tiles free of stains?			
c) Are all ceiling tiles in place and in good condition?			
d) Walkways illuminated?			
e) Waste / recyclables removed daily?			
f) Are all walkways free of obstructions?			
g) Are partitions walls maintained and cleaned?			
h) Are all fabric surfaces cleaned on a periodic schedule?			
i) Rugs / carpet / flooring free of tripping hazards?			
j) Food vending areas clean?			
k) Kitchen / Cafeteria clean?			
l) Is lighting adequate in stairways?			
m) Ventilation filters routinely changed?			
n) Boiler rooms not used for storage?			

Life Safety	YES	NO <sup>1</sup>	NA
a) EXITS are accessible and free of obstructions?			
b) EXIT pathways clear and unobstructed?			
c) Are all EXIT signs illuminated?			
d) Are fire extinguishers inspected monthly?			
e) Are Fire-rated doors (stairway doors) kept closed or on magnetic closers?			
f) Do all emergency lights function as designed?			



General Conditions		YES	NO <sup>1</sup>	NA
a)	Has there been an evacuation drill in the past 12 months?			
b)	Are the evacuation routes posted?			
c)	Are emergency numbers posted?			
d)	Are first aid kits accessible and stocked?			
e)	Does the elevator have a current inspection date?			
f)	Are State and Federal Posters in place?			
g)	Are portable heaters prohibited?			
h)	Flammables stored in fire-rated cabinets			
i)	Machine guarding of moving parts			

Electrical Safety		YES	NO <sup>1</sup>	NA
a)	Multiple receptacle power strips not piggybacked?			
b)	Distribution panels clear of obstruction?			
c)	Cord and tool ground prong intact?			
d)	GFCIs function as designed?			
e)	GFCIs located in wet or damp locations			
f)	Are all electrical outlet and switch covers in place?			
g)	Do all electrical cords look safe (not frayed or cut)?			
h)	Are all cords out of the way of walking surfaces?			
i)	Are all cords and plugs in good condition?			
j)	Is the use of extension cords limited to in-hand use?			
k)	Knockouts or after-market blanks in place			
l)	Circuit breaker function listed on legend			



<b>Shop Safety</b>	<b>YES</b>	<b>NO<sup>1</sup></b>	<b>NA</b>
Floor loading posted for overhead storage			
Welding equipment – covers and lead terminals protected			
Welding equipment leads not damaged			
Welding equipment - electrode holder not damaged			
Storage of acetylene / oxygen cylinders fire separation			
Cylinders protected against tipping / damage			
Air compressor high-pressure relief valves tested?			
Mechanical jack stands include legible capacity rating			
Hydraulic floor and bottle jacks include legible capacity rating			
Ladders in safe condition and inspections documented?			
Slings, straps and chains inspection documented			
Hoists have annual documented inspection?			
Vehicle lifts have annual documented inspection?			
Fleet vehicles pre-use inspection documented			
Metering equipment calibration documented per manufacturer recommendation			
Power and hand tools in safe condition?			
Personal protective equipment is in safe condition			
Sander body storage racks include legible load rating			

<b>Chemical Hazards</b>	<b>YES</b>	<b>NO<sup>1</sup></b>	<b>NA</b>
Safety Data Sheets available and current?			
Chemical inventory list up to date?			

<b>Eye Wash Stations</b>	<b>YES</b>	<b>NO<sup>1</sup></b>	<b>NA</b>
Eye wash stations accessible and tested?			
Drench showers function as designed and tested?			

<b>Ergonomics</b>	<b>YES</b>	<b>NO<sup>1</sup></b>	<b>NA</b>
Have all Video Display operators annually trained on the Maine VDT law?			
Have the work stations been ergonomically evaluated?			
Are desk and chairs adjusted properly for the employee?			

<sup>1</sup> Most “NO” responses require some kind of corrective action plan.