







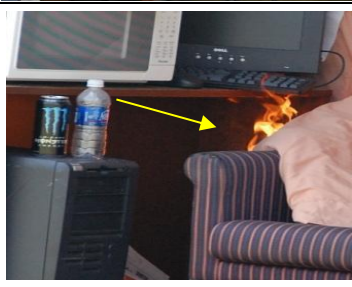

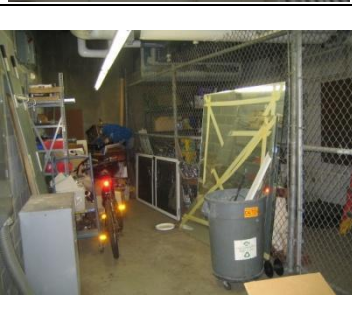
BUILDING SAFETY INSPECTION CHECKLIST

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.	



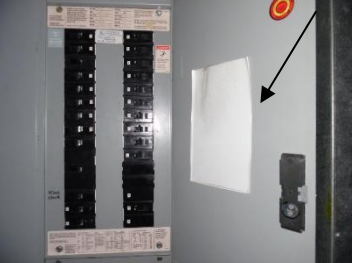


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	<p style="text-align: center;">Stair/ Corridor Doors</p>	<p>Fire doors shall not be chocked open unless held by a magnetic door hold. These doors are normally leading into a stairwell.</p> <p>Take Action: Remove objects holding the fire door open or contact the building facilities manager for magnet door installation.</p>	
	<p style="text-align: center;">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.</p> <p>Take Action: Contact EHS for an evaluation and/or remove some of the seating.</p>	
	<p style="text-align: center;">Open Flames</p>	<p>Candles, pyrotechnics, welding and other open flame devices are not allowed on campus.</p> <p>Take Action: Remove candles and contact EHS to determine if other open flame devices can be approved as part of a business function.</p>	
	<p style="text-align: center;">Ceiling Tiles</p>	<p>Missing or damaged ceiling tiles allow smoke or heat from a fire to bypass the fire protection detection system (i.e. smoke alarms, heat detectors).</p> <p>Take Action: Contact building facility manager to replace missing or damaged ceiling tiles.</p>	
	<p style="text-align: center;">Electrical/ Mechanical Rooms</p>	<p>Electrical, mechanical, boiler rooms, or fire command centers shall not contain storage items such as desk, tables, chairs, etc.</p> <p>Take Action: Contact building facility manager or Surplus to have the items removed from Electrical, Mechanical, Boiler rooms, or Fire Command Center rooms. Electrical Rooms shall have no storage materials at all.</p>	

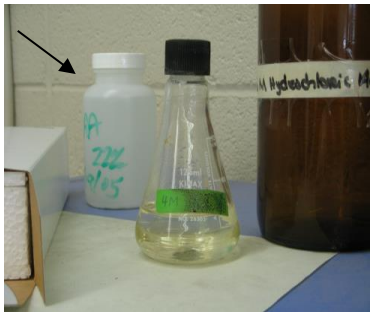


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	<p style="text-align: center;">Electrical/ Mechanical Rooms/Telecom Rooms</p>	<p>Missing Firestop / Penetrations in fire rated construction.</p> <p>Take Action: Contact building facility manager to have the appropriate firestop system installed by Facilities Management</p>	
	<p style="text-align: center;">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 a tripping hazard, be run under carpet, doorways, through drop ceilings/walls, or be damaged in any way.</p> <p>Take Action: Remove electrical cords that are creating a hazard. Contact building facility manager or Surplus to have items removed or have new electrical outlets installed.</p>	
	<p style="text-align: center;">Electrical</p>	<p>Electrical cords and power strips shall not be damaged or plugged into each other.</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>	




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	<p>Electrical Outlet Cover</p>	<p>Electrical outlet covers are required.</p> <p>Take Action: Contact building facility manager to have electrical cover plates replaced.</p>	
	<p>Electrical Panels</p>	<p>Electrical Panel boxes must have a clearance of 36 inches.</p> <p>Take Action: Remove items obstructing the electrical panel box. A best practice would be to tape off the area around the electrical panel box.</p>	
	<p>Electrical Panels</p>	<p>Electrical Panel circuit directory not labeled properly.</p> <p>Take Action: Contact building facility manager to have electrical panel circuit directory properly labeled.</p>	
	<p>Fire Extinguishers</p>	<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>	
	<p>Sprinkler</p>	<p>Storage shall not be within 24 inches of a ceiling in unsprinklered buildings, and with 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 available and updated. A safety data sheet (SDS) must be available for each chemical either electronically or hard copy. All chemical containers must also be labeled with chemical name and be stored in an approved location (i.e. approved flammable storage cabinet).</p> <p>Take Action: Contact EHS to evaluate current chemical inventory, chemical labeling and storage locations in accordance with the Hazard Communication Program.</p>	
CHECK	ITEM	LABORATORY & SHOP REQUIREMENT	PICTURES
	Food and Drinks	<p>Food and drinks are not allowed in a laboratory or shop setting unless it is being used as part of the laboratory experiment, in which case the food packaging must be marked "NOT FOR CONSUMPTION".</p> <p>Take Action: Remove all food and drinks from the laboratory. Mark all research food not for human consumption. Contact EHS to evaluate the laboratory and provide assistance to ensure compliance with the UNCC Chemical Hygiene Plan.</p>	
	PPE	<p>Proper personal protective equipment (PPE) must be selected before performing a task. Workers must be trained on the proper use, cleaning, and disposal of PPE prior to wearing. It must be accessible, worn when potential hazards are present, properly stored, cleaned and disposed of.</p> <p>Take Action: Refer to Appendix A of the 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 controls to ensure personnel follow the rules. Please Note: Respirators require medical evaluation. Contact EHS for assistance.</p>	

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	<p>Chemical Management</p>	<p>Inventory of all chemicals must be available and updated. A safety data sheet (SDS) must be available for each chemical either electronically or hard copy. All chemical containers must be labeled with the chemical name and be stored in an approved location (i.e. approved flammable storage cabinet). Incompatible materials must not be stored together.</p> <p>Take Action: Contact EHS to evaluate current chemical inventory, chemical labeling and storage location to ensure compliance.</p>	
	<p>Chemical Management</p>	<p>When a chemical is transferred from the primary container to a secondary container, the secondary container must be labeled with the chemical name.</p> <p>Take Action: Ensure that the chemical name and chemical hazard is included on the secondary container, at a minimum. Contact EHS to evaluate current chemical usage to ensure compliance.</p>	
	<p>Gas Cylinders</p>	<p>Compressed gas cylinders must be stored upright and secured (i.e. chain, straps), and have protective caps. Do not store incompatible cylinders together. For example, oxygen cylinders shall not be stored within 20 feet of flammable gas cylinders (Hydrogen) or highly combustible materials.</p> <p>Take Action: Ensure gas cylinders are properly stored and secured. Ensure personnel have been adequately trained. Contact EHS to evaluate current compressed gas cylinder usage to ensure compliance with compressed gas cylinder requirements.</p>	

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	<p style="text-align: center;">Eyewash & Safety Showers</p>	<p>Eyewash stations and safety showers should not be obstructed.</p> <p>Take Action: Remove obstructions from safety showers and eyewash stations. A best practice would be to tape off the area around the eyewash stations and safety showers.</p>	
	<p style="text-align: center;">Housekeeping</p>	<p>Work areas should be maintained with good housekeeping standards.</p> <p>Take Action: Organize and clean-up work environment.</p>	
	<p style="text-align: center;">Machine Guarding</p>	<p>Machine guards should be in place for moving machine parts, intact and in good working order.</p> <p>Take Action: Install or replace machine guards and conduct inspections of equipment before use. Please contact EHS to conduct an evaluation of your work area.</p>	
	<p style="text-align: center;">Hazardous Waste</p>	<p>Hazardous waste must be stored and disposed of properly. The hazardous waste container must be labeled with the words "Hazardous Waste", the contents, and the hazard (flammable, corrosive, reactive and/or toxic). The container must be kept closed unless adding waste.</p> <p>Take Action: Please contact EHS for evaluation and complete the Request for Disposal of Hazardous Waste form.</p>	