**GENERAL SAFETY-FIRE-SECURITY SURVEY CHECKLIST**

CAMPUS INSPECTION DATE

BUILDING NAME INSPECTOR:

ASSISTED BY:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Satisfactory** | **Unsatisfactory** | **Not Applicable** |
| OUTSIDE/INSIDE BUILDING |  |  |  |
| 1. ADA (Americans with Disabilities Act) Entry/Exit (If area is designed to be accessible)  Are automatic door openers working? Are parking spaces signed?  Are parking spaces accessible?  Is route from parking spaces to bldg. in good repair? Are fire alarms indicating devices audible and visible? Are bathrooms accessible?  Are ramps accessible and clear? Are ramps in good repair?  *Repair: Fix-It or x1141* |  |  |  |
| OUTSIDE BUILDING |  |  |  |
| 1. Stairs  Are stairs even in height?  Are there broken treads/nosings?  Do stairs have depressions due to wear? Are stairs slippery?  *Repair: Fix-It or x1141* |  |  |  |
| 2. Handrails  Is there a handrail when there are four or more risers? Will they withstand normal use?  *Repair: Fix-It or x1141* |  |  |  |
| 3. Blue lights/emergency phones  Are they in working order?  Are fixtures in good condition?  Are they obstructed by foliage, etc.?  *Repair:* [*telephoneservices@udel.edu*](mailto:telephoneservices@udel.edu) *or 2411* |  |  |  |
| 4. Docks/Loading Areas:  Is the area clean and free of debris? Do you have spill provisions on site?  - spill control material.  - storm drain spill prevention cover if applicable  *Building occupants responsible for correction* |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Satisfactory** | **Unsatisfactory** | **Not Applicable** |
| 5. Dumpster Areas:  Is there trash accumulation around dumpster area?  *Building occupants responsible for correction* |  |  |  |
| 6. Outdoor Storage Area:  Items stored outside sheltered from the elements? Any items need to be drained of fluids?  *Building occupants responsible for correction* |  |  |  |
| INSIDE BUILDING |  |  |  |
| 1. Walking surfaces  Are they even and in good repair?  Are there missing tiles, torn carpeting? Are the floorboards worn?  Are they slippery?  *Repair: Fix-It or x1141* |  |  |  |
| 2. Stairs  Are stairs even in height?  Are there broken treads/nosings?  Do stairs have depressions due to wear?  *Repair: Fix-It or x1141* |  |  |  |
| 3. Handrails  Is there a handrail when there are four or more risers? Will they withstand normal use?  *Repair: Fix-It or x1141* |  |  |  |
| 4. Guardrails  Are they at all floor openings?  Are they at least 42" high, secured, with no balusters missing?  *Repair: Fix-It or x1141* |  |  |  |
| 5. Lighting in corridors  Is there sufficient lighting?  Are fixtures in good condition?  *Repair: Fix-It or x1141* |  |  |  |
| 6. Lighting in stairwells  Is there sufficient lighting on all steps and platforms? Are fixtures in good condition?  *Repair: Fix-It or x1141* |  |  |  |
| 7. Lighting at exits  Are directions to exits posted on all floors? Are exits regularly illuminated?  Are exit signs illuminated? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Satisfactory** | **Unsatisfactory** | **Not Applicable** |
| *Repair: Fix-It or x1141* |  |  |  |
| 8. Emergency lighting (battery powered units) Are lights in working order?  Are fixtures in good condition?  *Repair: Fix-It or x1141* |  |  |  |
| 9. Storage-corridors  Are corridors being used for storage?  *Building occupants responsible for correction.* |  |  |  |
| 10. Storage-stairwells  Are stairwells being used for storage?  *Building occupants responsible for correction.* |  |  |  |
| 11. Refuse containers  Are containers being emptied regularly? Are there sufficient containers?  Are they in good condition?  Is glass in appropriate containers?  *Frequency of collection: Fix-It or x1141*  *Building occupants responsible for correction.* |  |  |  |
| 12. Trash-accumulation  Is trash being accumulated in exits, hallways or stairwells?  *Building occupants responsible for correction.* |  |  |  |
| 13. Fire Doors  Are fire rated doors equipped with self-closing devices, latching hardware?  Are fire doors uninhibited by wedges or stops?  *Concern: Occupational Health and Safety x8475*  *Building occupants responsible for correction* |  |  |  |
| 14. Door hardware  Is all hardware operable?  *Repair: Fix-It or x1141* |  |  |  |
| 15. Doors-exit  Is access clear?  *Building occupants responsible for correction.* |  |  |  |
| 16. Wall openings  Are there holes in walls?  *Repair: Fix-It or x1141* |  |  |  |
| 17. Ceiling openings  Are all ceiling tiles in place? Are there holes in ceiling?  *Repair: Fix-It or x1141* |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Satisfactory** | **Unsatisfactory** | **Not Applicable** |
|  |  |  |  |
| 18. Fire extinguishers  Are all fire extinguishers fully charged and in place? Is access clear?  Have they been inspected in the last month?  *Concern: Occupational Health and Safety x8475* |  |  |  |
| 19. Fire alarm system  a) Is there visible damage?  b) Is the sprinkler riser area free of storage or obstruction?  c) Is combustible storage within 18" of ceiling in sprinklered area?  d) Are there any damaged or painted sprinkler heads?  *Items a, d: Repair: Fix-It or x1141*  *Items b, c: Building occupants responsible for correction.* |  |  |  |
| 20. Red phones  Are phones in working order?  Are phones obstructed from view?  *Building occupants responsible for correction.*  *Repair: Public Safety x 2222* |  |  |  |
| 21. Ventilation  General-Is there good air movement from supply grilles and return registers?  Local exhaust (i.e. hoods)  Is there a current inspection sticker on the lab hood?  *Repair: Fix-It or x1141*  *Concern: Occupational Health and Safety x8475* |  |  |  |
| 22. General air quality  Are strong or offensive odors present?  Does irritation to eyes or mucus membranes occur?  *Concern: Occupational Health and Safety x8475* |  |  |  |
| 23. General right-to-know  Are posters obvious?  Are unlabeled chemical containers present?  *Building occupants responsible for correction. Posters available from Occupational Health and Safety x8475* |  |  |  |
| 24. Flammable/Combustible liquids  Are liquids in proper containers? Are containers labeled?  Is there excessive storage of chemicals?  Are liquid waste containers in secondary containment?  *Building occupants responsible for correction* |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Satisfactory** | **Unsatisfactory** | **Not Applicable** |
|  |  |  |  |
| 25. Emergency eyewash/showers  Are they damaged?  Is there a current inspection sticker?  *Repair: Fix-It or x1141* |  |  |  |
| 26. "No admittance" areas  Are all areas secured?  *Building occupants responsible for correction.* |  |  |  |
| 27. First aid kits  Are kits properly filled?  *Building occupants responsible for correction. Refills: Occupational Health and Safety x8475* |  |  |  |
| 28. Evacuation plan  Is plan posted?  *Building occupants responsible for correction.* |  |  |  |
| 29. Extension cords  Are cords under carpet? Are cords cut or frayed?  *Building occupants responsible for correction*  *Use of extension cords other than temporary is a violation of the*  *National Electric Code.* |  |  |  |
| 30. Tripping hazards caused by wires  Are wires laying in walkways?  Are wires suspended 7' above floor level in work area?  *Building occupants responsible for correction.* |  |  |  |
| 31. Electrical outlets  Are outlets overused with too many plugs? Are receptacles broken or uncovered?  *Building occupants responsible for correction.*  *Repair: Fix-It or x1141* |  |  |  |
| 32. Other (Not covered on list.) |  |  |  |

EXPLANATION OF UNSATISFACTORY ITEMS:

ITEMS MARKED AS UNSATISFACTORY WILL BE ADDRESSED BY: Signature

OHS/ms/01/08/07