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

CAMPUS INSPECTION DATE

BUILDING NAME INSPECTOR:

ASSISTED BY:

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| **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. StairsAre 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. HandrailsIs there a handrail when there are four or more risers? Will they withstand normal use?*Repair: Fix-It or x1141* |  |  |  |
| 3. Blue lights/emergency phonesAre they in working order?Are fixtures in good condition?Are they obstructed by foliage, etc.?*Repair:* *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* |  |  |  |

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| 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 surfacesAre 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. StairsAre stairs even in height?Are there broken treads/nosings?Do stairs have depressions due to wear?*Repair: Fix-It or x1141* |  |  |  |
| 3. HandrailsIs there a handrail when there are four or more risers? Will they withstand normal use?*Repair: Fix-It or x1141* |  |  |  |
| 4. GuardrailsAre they at all floor openings?Are they at least 42" high, secured, with no balusters missing?*Repair: Fix-It or x1141* |  |  |  |
| 5. Lighting in corridorsIs there sufficient lighting?Are fixtures in good condition?*Repair: Fix-It or x1141* |  |  |  |
| 6. Lighting in stairwellsIs there sufficient lighting on all steps and platforms? Are fixtures in good condition?*Repair: Fix-It or x1141* |  |  |  |
| 7. Lighting at exitsAre directions to exits posted on all floors? Are exits regularly illuminated?Are exit signs illuminated? |  |  |  |

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| *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-corridorsAre corridors being used for storage?*Building occupants responsible for correction.* |  |  |  |
| 10. Storage-stairwellsAre stairwells being used for storage?*Building occupants responsible for correction.* |  |  |  |
| 11. Refuse containersAre 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-accumulationIs trash being accumulated in exits, hallways or stairwells?*Building occupants responsible for correction.* |  |  |  |
| 13. Fire DoorsAre 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 hardwareIs all hardware operable?*Repair: Fix-It or x1141* |  |  |  |
| 15. Doors-exitIs access clear?*Building occupants responsible for correction.* |  |  |  |
| 16. Wall openingsAre there holes in walls?*Repair: Fix-It or x1141* |  |  |  |
| 17. Ceiling openingsAre all ceiling tiles in place? Are there holes in ceiling?*Repair: Fix-It or x1141* |  |  |  |

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| 18. Fire extinguishersAre 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 systema) 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 phonesAre phones in working order?Are phones obstructed from view?*Building occupants responsible for correction.**Repair: Public Safety x 2222* |  |  |  |
| 21. VentilationGeneral-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 qualityAre strong or offensive odors present?Does irritation to eyes or mucus membranes occur?*Concern: Occupational Health and Safety x8475* |  |  |  |
| 23. General right-to-knowAre posters obvious?Are unlabeled chemical containers present?*Building occupants responsible for correction. Posters available from Occupational Health and Safety x8475* |  |  |  |
| 24. Flammable/Combustible liquidsAre 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* |  |  |  |

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| 25. Emergency eyewash/showersAre they damaged?Is there a current inspection sticker?*Repair: Fix-It or x1141* |  |  |  |
| 26. "No admittance" areasAre all areas secured?*Building occupants responsible for correction.* |  |  |  |
| 27. First aid kitsAre kits properly filled?*Building occupants responsible for correction. Refills: Occupational Health and Safety x8475* |  |  |  |
| 28. Evacuation planIs plan posted?*Building occupants responsible for correction.* |  |  |  |
| 29. Extension cordsAre 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 wiresAre wires laying in walkways?Are wires suspended 7' above floor level in work area?*Building occupants responsible for correction.* |  |  |  |
| 31. Electrical outletsAre 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