

Anglican Church in North America

Facility Safety Inspection Checklist

Facility/Site Inspected: _____ Date: _____

General Safety Inspection Completed by: _____

GENERAL SAFETY	YES	NO	N/A	Unable to determine
Is adequate and functioning lighting provided in all work areas?				
Is the elevator inspection certificate(s) up-to-date?				
Are the elevator(s) functioning properly?				
Are work areas free of tripping hazards (cords/wires, free-standing electrical fixtures, etc.)? <i>(Document specific areas of concern in the "Comment" section)</i>				
Is furniture (e.g. desks, chairs, filing cabinets) in good and safe condition?				
Is overhead storage utilized properly, so as not to create unsafe work environments?				
Are all boxes, shelving units, furniture, etc., 18 inches or further away from any fire sprinkler heads?				
Are basic First Aid supplies adequate?				
Are Material Safety data Sheets (MSDS) available and accessible to all employees?				
<u>General Safety Concerns and Other Comments</u>				

FIRE & ELECTRICAL HAZARDS	Yes	No	N/A	Unable to determine
Are an adequate number of fire extinguishers provided so that they are readily accessible in the case of an emergency?				
Are portable fire extinguishers mounted, located and easily identifiable?				
Are portable fire extinguishers visually inspected each month? <i>(There is an inspection card on all fire extinguishers that needs to be dated and signed)</i>				
Are annual maintenance checks of portable fire extinguishers completed and do inspection tags on each extinguisher reflect the date completed?				
Are all fire extinguishers functioning and tested annually? Date of most recent test: _____				
Are planned and unplanned fire drills conducted at regular intervals? Date of most recent drill : _____				
Are electrical outlets adequate (no overloads or unapproved extension cords in use)?				
Are electrical and extension cords used to connect equipment undamaged?				
Are all employee lounge areas free of any visual evidence of a fire hazard or violation? <i>(Please document any specific concerns in "Comment" section below)</i>				
Are electrical panels labeled properly and free of defects?				
Are areas surrounding the electrical panel(s) free of flammable, hazardous, combustible material? <i>If no, is there a minimum clearance of 36" surrounding the electrical panel(s), as required by the State Fire Code?</i>				
Are electrical closets free of storage?				
<u>Fire & Electrical Hazards Concerns and Other Comments</u>				

General Environmental Control	Yes	No	N/A	Unable to determine
Are carpeted floors clean and are there no areas where there are loose carpet, rips or bumps? <i>(Indicate specific carpeting concerns and their locations in the "Comments" section below)</i>				
Are all carpeted areas free of safety concerns, such as tripping hazards?				
Are uncarpeted floors clean, slip-resistant, in good repair with treads in place? <i>(Specific flooring concerns and their locations in the "comments" section below)</i>				
Are warning signs and / or mats provided when floors are wet?				
Are restroom facilities clean and sanitary?				
Are restroom facilities adequately stocked with the necessary supplies?				
Are staff lounge and eating areas clean and sanitary?				
Are drink fountains clean and in good working order?				
Are work areas free of rodents, insects, and vermin? <i>Any potential for rodent, mosquito, fly, or roach breeding/infestation should be documented in the "comments" section below.</i>				
Are ceiling fan blades clean and safe?				
Are the waste receptacles emptied regularly?				
Are the adequate type (tight-fitting covers where needed) and number of waste receptacles provided?				
Are storage areas clean and clear of debris or clutter?				
Are walls and woodwork clean?				
Are there cleaning schedules for issues employees are responsible for, such as cleaning refrigerators, microwaves, stoves, toasters, dishes, etc.?				
<i>General Environmental Concerns and Other Comments</i>				

MAINTENANCE (Exterior and Interior)	YES	No	N/A	Unable to determine
Are doors and locks in good working order?				
Are flammables/combustibles properly stored? Are ceiling tiles intact, undamaged and in place?				
Are there signs of weather damage or mold growth in the facility?				
Are all windows unbroken and free from any type of damage?				
Do air conditioning vents and ducts appear to be clean upon visual inspection?				
Are outside lights in good working order?				
Does the exterior of the building present safety concern?				
Is the parking lot area free of any safety concern (i.e. overgrown landscaping, uneven pavement, traffic hazards)?				
<u>Maintenance Concerns and Other Comments</u>				

SITE-SPECIFIC STANDARDS	Yes	No	N/A	Unable to determine
<u>Site-Specific Concerns and Other Comments</u>				

CORRECTIVE ACTION PLAN

SPECIFIC SAFETY CONCERN	CORRECTIVE ACTION	PERSON(S) RESPONSIBLE	TARGETED COMPLETION DATE	DATE ACTION COMPLETED

The Facility Safety Checklist and Corrective Plan has been reviewed by the proper officials and the corrective actions have been implemented

Prepared and Reviewed by:	Title	Date and Time