

## DSU BUILDING SAFETY INSPECTION CHECKLIST

Periodic building inspections and correction of identified hazards in the workplace are a proactive part of Dickinson State University's approach to employee, student and visitor safety. Department Safety Representatives and Building Safety Coordinators will utilize this checklist when fire, general safety and security inspections are conducted. Immediately report any facility-related deficiencies below to Facility Operations by completing a work order and handling any follow-up as needed. Completed copies of this form will be kept on file for three years from the date listed below.

**If a hazard requires immediate action, please contact Facility Operations directly at 701.290.2148**

Completed By:	Date Completed:
Word Orders:	Phone:
Building Inspected:	Location:
Rooms Not Inspected:	

GENERAL	YES	NO	N/A	COMMENTS
1. Workplace is generally clean and orderly; floors are clear and aisles, hallways, and exits are unobstructed; area free of slip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Stairways, sidewalks, and ramps are free of defects (e.g. damaged treads, frayed carpet, and uneven surfaces, root intrusions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Loose, broken, missing or stained ceiling tiles have been repaired or replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Broken or damaged furniture and equipment are absent from the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ERGONOMICS	YES	NO	N/A	COMMENTS
1. Are desks and desk chairs ergonomically designed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is there an ergonomically correct keyboard and mouse in place at each workstation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you see anyone working in an awkward position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are employees trained and using proper lifting techniques?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ELECTRICAL CORDS & OUTLETS	YES	NO	N/A	COMMENTS
1. Light fixtures are working properly (i.e. no burned out or broken bulbs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Light switches and electrical outlets have covers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Electrical cords and plugs are in good condition with no frayed cords.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Power strips are not daisy chained and no permanent extension cords are in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Clear access is provided to electrical panels and mechanical room doorways are clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIRE	YES	NO	N/A	COMMENTS
1. Emergency exit signs are illuminated and operable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Evacuation maps are both visible and legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Assisted rescue area signage is in place. This would be for buildings with elevators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Fire alarm pull stations and extinguishers are visible and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Fire doors are kept closed unless equipped with automatic closing device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. An 18" clearance is maintained below all sprinkler heads. A 24" clearance is maintained below ceilings without sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Flammable materials are stored in fire-rated cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. The University smoking policy is followed by students, faculty, staff and visitors (no evidence of smoking in non-smoking areas).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Elevators in the building are operational, clean, and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. The elevator's emergency call-out mechanism or phone is operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LIFE SAFETY	YES	NO	N/A	COMMENTS
1. Personal protective equipment (PPE) is readily available in appropriate work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. All containers, including non-hazardous chemicals and washes, are appropriately labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Plumbed eyewash and chemical shower stations are operable with evidence of weekly checks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Portable eyewash stations are in good condition and not expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. First aid kits are identified and the kit is stocked appropriately and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Emergency contact information is posted in work area, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SITE SPECIFIC INFORMATION/COMMENTS (AS NEEDED):</b>				