

## Building Inspection Quarterly Checklist

**Building:** \_\_\_\_\_

**Date Inspected:** \_\_\_\_\_

**Inspected By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Items marked “No” require a notation in the Reported Findings section. Ensure a copy of this inspection checklist is maintained on file and a copy is forwarded to the Environmental Health and Safety office.

Item	Yes	No	N/A
<b>1. Fire Protection</b>			
- Are all fire extinguishers properly charged (gauge marker in green), mounted less than 5 feet above the floor, and inspected within the last year?			
- Are fire exit signs and emergency lights working (push test button if reachable without using a ladder or other assistance)?			
- Are exits, stairs, and halls clear of obstructions?			
- Does panic hardware on fire doors and exits work properly, easily, and self-closing?			
- Are fire pulls, sirens, and strobes in good condition?			
- Are fire sprinklers clear of obstructions (nothing < 18 inches from ceiling)?			
<b>2. Handicap Extensions</b>			
- Are handicap ramps and handrails in good condition?			
- Is handicap access to restrooms, ramps, and fountains kept clear of obstacles?			
<b>3. Electrical Equipment</b>			
- Are electrical cords and plugs in good condition (no fraying, exposed wires, missing or bent prongs)?			
- Are electrical cords secured to floor or aisle if crossing a walking surface?			
- Are electrical cords secured together to prevent a tripping hazard?			
- Are surge protectors plugged directly into a wall socket (not daisy chained)?			
- Is electrical equipment turned off when not in use?			
<b>4. Buildings and Structures</b>			
- Are floors and surfaces in good shape, clean, and dry (no broken/missing tiles, holes/tears in carpet, uneven areas, etc.)?			
- Are grounds and pavement in good condition (no holes, clogged drains, broken pavement, etc.)?			
- Are windows not broken and operating properly (if openable)?			
- Are stairs in good shape with solid handrails and no clutter or storage?			
- Is the flow of people through the building clear with no blockages (partitions, walls, storage, boxes, furniture, etc.)?			
<b>5. Housekeeping</b>			
- Are aisles, stairways, and floors clear of debris, storage, water, grease, furniture, etc.?			
- Are flammable and combustible materials properly stored?			
- Is there a non-slip stepstool or ladder available for areas where items are stored on top of filing cabinets, shelves, etc.?			
- Are file drawers properly utilized with full drawer on the bottom, lighter drawers on top, and closed when not in use?			

Item	Yes	No	N/A
<b>6. Environmental Conditions</b>			
- Are operations that create dust or mist properly controlled to prevent exposure issues?			
- Are all light bulbs and fixtures present and operating properly?			
- Have any other environmental conditions (noise, mold, etc.) been reported?			
<b>7. Exterior</b>			
- Are sidewalks from parking lot to building free of tripping hazards?			
- Do doors open and close easily?			
- Are exit door windows clear of flyers or notices?			
<b>8. Emergency Information</b>			
- Do all phones have an "in case of emergency" sticker?			
- Is the university emergency response quick reference guide (pocket or desk size) present or accessible? (laminated emergency procedures card also meets requirement)			

Comments:

**Reported Findings**

Category	Location	Unsafe Condition/Act	Service Request Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____