

Inspectors:

Date:

GENERAL CONDITIONS

(O) Satisfactory (X) Requires Action
Location Condition Comments

- Are floors/walkways in good condition?
- Are work surfaces dry and walking surfaces made slip-resistant?
- Are stairs, steps, handrails, and landings clear of debris and in good condition?
- Are steps slip-resistant?
- Are there protruding objects such as sharp corners, nails, or open drawers?
- Are the workplace area and stairs well lit?
- Are pits and floor openings covered or otherwise guarded?
- Is general housekeeping acceptable and storage neat and orderly?
- Are elevator operating permits and inspection records up-to-date?
- Is there an elevator preventive maintenance/service contract in effect?

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BUILDING EVACUATION AND LIFE SAFETY

- Are exits properly identified and lighted?
- Are exit paths clear?
- Are doors unblocked and unlocked?
- Do exit doors work?
- Are Stairways and aisles clear and unblocked?
- Are there sufficient exits to permit prompt escape in case of emergency?
- Is emergency lighting operable?
- Does fire alarm work and has it been tested?
- Are evacuation floor plans posted?
- Are emergency phone numbers posted in conspicuous areas throughout the building?
- Are "Do Not Use Elevator in Fire Emergency" signs posted and legible?

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FIRE PREVENTION

- Are fire extinguishers available?
- Are extinguishers serviced regularly?
- Are automatic sprinkler system water control valves, air and water pressure checked periodically as required? When was the sprinkler system last tested?
- Is proper clearance maintained below sprinkler heads?
- Are fire doors self-closing? When were they last tested?
- Are combustibles and trash controlled?
- Are flammables properly stored in cabinets?
- Is there any evidence of electrical equipment overheating?
- Is there a smoke/heat detector located near the furnace room?
- Are chimneys and flues inspected regularly? Date last inspected?
- Is lightning protection installed on towers, steeples, or spires?
- Are holiday decorations noncombustible and Underwriters Laboratories listed (UL-listed)?
- Has a licensed electrician inspected electrical wiring? Date inspected?
- Does wiring meet code requirements?
- Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- Are multiple plug outlets and use of extension cords kept to a minimum?
- Are portable heating devices UL-listed?

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WORK AREA SAFETY

Are employee work areas neat and organized?
 Are chemicals and solvents properly stored when not in use?
 Are all chemicals and solvents within the specified expiration dates?
 Are employees knowledgeable about what chemical/solvents mixture reactions?
 Are tools/equipment properly stored when not in use?
 Are tools/equipment in good working condition?
 Are guards, screens and sound-dampening devices in place and effective?
 Are sight and hearing protection items available to employees and visitors?
 Are eye wash stations working and have they been inspected?
 Are empty pallets stacked neatly (not standing up on side or leaning)?
 Are ladders safe, and well maintained?

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KITCHEN FIRE PREVENTION

Is the cooking ventilation system equipped with grease filters or extractors?
 Are cooking filters clean with no grease build-up?
 Does a dry chemical fire suppression system protect ductwork, cooking surfaces, and each deep fat fryer?
 Are dry chemical fire suppression systems serviced semi-annually by a licensed contractor and tagged accordingly? Date last serviced?
 Is the dry chemical fire suppression system linked to a shut-off valve to the fuel supply?
 Are deep fat fryers equipped with thermostats and high limit temperature control (475° F)?
 Is there a 10-pound dry chemical fire extinguisher (bicarbonate-based) in the immediate cooking area?

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BOILERS AND HEATING EQUIPMENT

Are boilers and water heaters serviced regularly?
 Are state inspection certificates on file and current?
 Is any water/steam/fuel leakage noted?
 Is there a preventive maintenance service contract in effect on heating/air conditioning equipment?

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OUTSIDE FACILITIES

Is the parking area well maintained and adequately lit?
 Are exterior walkways in good physical condition?
 Is exterior illumination adequate?
 Are all lights functional?
 Is signage adequate and properly secured?
 Are walkways, roads, and parking lots kept clear of ice and snow?

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Additional Notes

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INSPECTOR SIGN AND DATE

Print: _____ Signature: _____ Date: _____