

ST. CLOUD STATE UNIVERSITY ANNUAL SAFETY, SECURITY, FIRE, & SANITATION INSPECTION REPORT

LOCATION: _____

INSPECTOR: _____

DATE: _____

SUPERVISOR'S INITIALS: _____

This inspection report is a guide when conducting the required **ANNUAL Inspections**. If a discrepancy is noted, **check unsatisfactory**. Explain the condition in the comments space. The person conducting the inspection is responsible for correcting any deficiencies if possible. If there is a maintenance issue, contact the maintenance department. Report any immediate safety concerns to the area supervisor, or Safety Administrator. This form will be sent to the appropriate department for corrective action and notification of a discrepancy.

ITEM #	COMMENTS

Additional comments and corrective action required:

Have above deficiencies been corrected:

Area Director: _____

Distribution: Safety Department

Section 1 – All Areas

S	U	N/A		S	U	N/A	
			1. Doors and Locks: all mechanisms working properly				28. Exit lights on/Exit signs posted
			2. Visual Window Check: clean, not broken				29. Exit hardware and/or fire doors are operational (magnetic hold) No wedges to hold open self closing doors
			3. Bar Check				30. Emergency Lighting and Exit Lighting Working
			4. Tool Control: secured and accounted for				31. Ventilation Systems/Exhaust Operable
			5. Area free of accumulation/Storage Areas: clean and orderly				32. Fire Extinguisher blocked/dented/signed off monthly/sealed/pressure normal
			6. Overhead materials secured in place				33. Flammable products must be placed in a locked flammables cabinet
			7. Janitor closet clean, mops, rags, boxes stored properly				34. Fire pull stations clear, operable key hold clear and unbroken
			8. Floor Free of slip, trip, stumble items				35. Fire lanes, hallways and entryways clear of obstructions
			9. Acceptable General Cleanliness				36. Emergency Stickers on Phones 8-3333
			10. Housecleaning Plan Up to Date				37. First Aid Kit (complete inventory)
			11. Furniture/Exercise Equipment (stable/unbroken)				38. Blood Spill Kits (complete inventory)
			12. Cupboards/drawers/countertops clean				39. Bathrooms Toilets/Urinals (cleaned/sanitized daily) Mirrors and Sinks Clean
			13. Floors, Stairway Swept/Mopped Daily (clean, dry)				40. Mats and showers clean
			14. Illumination (level OK) Burnt out Bulbs				41. Dryer Lint Screens clean
			15. Electrical wiring (broken) all junction boxes have covers				42. Washers Clean
			16. Cords on power equipment and extension cords free of defects. No exposed wiring, no cords with frayed or deteriorated insulation.				43. Vending machines clean
			17. Nothing on outlets, lights, or conduit (i.e. radios, Pager, tools, etc.)				44. Refrigerator/Freezer clean/defrosted all food properly labeled/covered
			18. Electrical breaker boxes clear – 3 ft. access required.				45. Thermometer Present Refrigerator 30 to 42 (f) degrees; Freezer 15 to –20 (f) degrees
			19. Multiple-plug adapters and extension cords prohibited for permanent use				46. Microwave ovens clean
			20. Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc. grounded				47. Any bug, insect or rodent problems
			21. Work area free of safety hazards				48. Trash Removal as scheduled/needed Dumpsters/garbage container (clean inside and outside); must have appropriate lids on garbage containers at all times.
			22. All safety equipment being used (gloves, shoes, PPE, etc.)				49. Air Vents (dust free)
			23. Labeling Chemical Containers (name and part number)				50. Air Water Temperatures Acceptable
			24. Carts, wheel barrows and lifting/carrying equipment in good condition				51. Sound Levels Acceptable
			25. Fire Evacuation map (present/up to date) Emergency Egress routes/exits clear				52. Rags, trash, scrap material stored in separate approved containers
			26. Stand pipe clear and undamaged				
			27. Battery pack for emergency lighting (does the light work)				

Section II – Storage Areas

S	U	N/A		S	U	N/A	
			63. Walk ways marked where needed with yellow lines (OSHA required and free of obstruction)				65. Fire hydrants clear
			64. Are cylinders stored or transported in a manner to prevent them from creating a hazard by tripping, falling or rolling/chained to the wall or stand; cylinders labeled				