

## Municipal Complex / Administration Safety Checklist

### Minimum Frequency Quarterly

<b>Municipality:</b>				<b>Inspection Date:</b>	
<b>Name of Inspector:</b>				<b>Title:</b>	
<b>Location Surveyed:</b>					
#	Needs Work	O K	N/A	<b>Condition: Write line #'s and comments on back for all "Needs Work" listings, and notify management to initiate required corrective action</b>	
1				Means of egress readily accessible & unobstructed? Fire doors kept closed?	
2				Occupancy limits posted in all conference & meeting rooms seating 30 or more?	
3				Emergency evacuation plan maps & emergency phone numbers posted	
4				Emergency lights operational- spot check several Bathrooms covered by E- lights?	
5				Exit lights and / or signs visible & illuminated? Any "Tritium" Powered signs? Y N	
6				Extension cords: minimal use & in good condition? (used less than 90 days)	
7				Overhead obstructions clearly marked in contrasting color?	
8				Walking surfaces free of holes, or slip-trip-fall hazards no wrinkled carpets, walk off mats?	
9				Handicap access ramps provided, have railings & in good condition?	
10				Stairway handrails provided & in good condition & tightly secured minimum 3 inches from wall	
11				Hand rail(s) on all stairs of more than 4 steps? On right side descending required	
12				Stair treads and nosing in good condition & adequately illuminated?	
13				Stairways free of storage or obstruction? Doors kept closed?	
14				Elevator inspection certificates current & posted? Car levels within ½ inch at landings?	
15				Elevator entrance signs posted "In Case of Fire, Do Not Use"? Inside car phone operational?	
16				Housekeeping adequate - no hanging plants over equipment?	
17				Filing cabinets fastened together or secured to prevent tipping?	
18				File room: storage of materials properly arranged? Minimum 18 inches below sprinklers?	
19				Illumination adequate throughout – coverage reviewed for Emergency lights?	
20				All transaction windows protected & duress alarms tested annually?	
21				Temporary portable heaters clear of combustible / flammable materials?	
22				First Aid Kit, BBP Kit and AED if available: Inspected & maintained?	
23				Sprinkler controls accessible & inspected annually? Last flow check date was:	
24				Sprinkler heads: at least 18 inches of clearance from stored materials?	
25				Electrical outlet / switch covers secure all receptacles 3-wire ground type	
26				Coffee pots, copier machines, portable electric heaters in good condition, properly located and shut off after hours (No kerosene heaters permitted)	
27				Hot water heater regulated to below 120 ° Fahrenheit? TPT valve piped to floor?	
28				Surge protector on all electrical accessories, GFCI's within 60 inches of water sources	
29				All GFCI receptacles trip tested at least annually? Records maintained?	
30				Fire extinguishers serviced annually & inspected monthly?	
31				Fire alarm and / or detection system functional? Pull boxes accessible for wheelchairs?	
32				Air handling equipment filter(s) cleaned and / or changed periodically?	
33				Electric room & panels clear of combustible material & circuits identified	
34				Electrical panels labeled for voltage levels, # of phases, and arc flash warnings?	
35				Electrical panels unobstructed (36 inch clearance), have directories & covers closed?	
36				Doors to equipment rooms, boiler rooms and basement marked "Not an Exit"	