

GENERAL/OFFICE INSPECTION CHECKLIST

STANFORD UNIVERSITY ENVIRONMENTAL HEALTH AND SAFETY

Periodic inspection (at least once per year for offices) and correction of identified hazards are supervisor requirements of Stanford's Injury and Illness Prevention Program (IIPP). Completed copies shall be kept on file for at least one year by supervisor or department safety coordinator. Report any facility-related deficiencies below to the building manager. If you have any questions regarding the content of this checklist, please contact the EH&S Occupational Health and Safety Program at 723-0448.

Completed by: _____ Date: _____
 Building: _____ Rooms: _____
 Supervisor: _____ Phone: _____
 Department: _____

A. GENERAL	YES	NO	N/A	COMMENTS/DATE CORRECTED
1. Workplace is clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Floors are clear and aisles, hallways, and exits are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Floor surfaces are kept dry and free of slip hazards..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Stairways, sidewalks, and ramps are free of defects (e.g. damaged treads, frayed carpet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Illumination is adequate in all common areas and workstations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Emergency evacuation plans are posted at every stairway and elevator landing, and immediately inside all public entrances to the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. All containers, including non-hazardous chemicals and wastes, are labeled with the full chemical or trade name. (For storage of hazardous chemicals, please see note below.)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Stored materials are secure & limited in height to prevent collapse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. 36" clearance maintained for electrical panels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Electrical cords and plugs are in good condition with proper grounding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Extension cords and power strips are not daisy chained and no permanent extension cords in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Portable electric heaters have at least 3 ft of clearance from combustible materials (e.g. paper).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Equipment and machines are clean and working properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Adequate ventilation is provided to machines for preventing buildup of heat or gas emissions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Emergency stop switches on machines are identified and in proper working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Mechanical safeguards are in place and in proper working order (e.g. paper cutter guards).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

* If chemicals in the work area are stored in amounts greater than typical office/household quantities, you are required to complete the EH&S Laboratory and Shop Inspection Checklist (<http://web.stanford.edu/dept/EHS/prod/researchlab/lab/checklists/labshop.pdf>)

SEE NEXT PAGE

B. FIRE	YES	NO	N/A	COMMENTS/DATE CORRECTED
1. Emergency exit signs are lit properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire alarms and fire extinguishers are visible and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Fire doors (e.g. in stairways) are kept closed unless equipped with automatic closing device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. 18" vertical clearance is maintained below all sprinkler heads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Fire extinguishers are serviced annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Corridors and stairways are kept free of obstruction and not used for storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. EARTHQUAKE	YES	NO	N/A	COMMENTS/DATE CORRECTED
1. Bookcases, filing cabinets, shelves, racks, cages, storage cabinets and similar items over four feet tall are anchored to the wall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Shelves have lips or other seismic restraints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Portable machines or equipment secured against movement using chains, lockable casters, or other appropriate means.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Top-heavy equipment is bolted down or secured to wall studs to withstand accelerations typically expected in an earthquake.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Large & heavy objects are stored on lower shelves or storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Valuable equipment sensitive to shock damage, such as instruments, computer disks and glassware are stored in latched cabinets or otherwise secured to prevent falling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Storage areas are uncluttered – providing clear evacuation routes in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Cabinets and lockers containing hazardous materials are equipped with positive latching or sliding doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SITE-SPECIFIC INFORMATION/COMMENTS (as needed):