

Calvin College Safety Inspection Checklists

Exits, Corridors, & Stairways

Department _____ Building location _____

Date _____

Inspector(s) _____

Exits/Corridors/Stairways	Yes	No	NA
1. Are all corridors unobstructed? (In academic buildings corridors must have 6 feet of clear width. Equipment that is fixed or movable may not obstruct the minimum 6 feet. In non-academic buildings the corridors must have 44 inches of clear width.)			
2. Are all ceiling tiles in place and in good condition?			
3. Are all walking or working surfaces free of tipping/slipping hazards?			
4. Are all exit doors unobstructed?			
5. Are exit signs posted and properly illuminated to clearly indicate exits? (At any point in an exit access area an illuminated exit sign must be visible.)			
6. Are all exit doors able to be opened from the inside without special knowledge/keys?			
7. Are fire extinguishers and signs clearly visible (each extinguisher must be readily seen and accessible along normal paths of travel. In a location where visual obstruction cannot be avoided, a sign must be in place to indicate the location).			
8. Is access to fire extinguishers clear and unobstructed?			
9. Are all extinguishers in place and properly mounted?			
10. If there is a phone in the hallway, is a Safety Information placard with emergency numbers posted by the phone?			
11. If there are electrical panels in the hallway, is there at least 3 feet clearance in front of the panels?			
12. Are all self-closing doors operational?			
13. Are walls and floors free of holes/penetrations?			
14. Are stairwells clear and not used for storage?			
15. Are all exit doors free of slide bolts or locks?			
16. Are automatic door openers working?			
17. Are walkway areas around the building entrances consistently free from ice?			
Explanation/Comments on all NO answers – Make a notation if a Work Request has been generated			

Calvin College Safety Inspection Checklists

Department Office, Conference Room, Work Room, Break Room, Storage Room

Department _____ Room number _____ Date _____

Circle one: Department Office, Conference Room, Work Room, Break Room, Storage Room

Inspector(s) _____

Department Office/Conference Rooms/Work Rooms/Break Rooms/Storage Rooms	Yes	No	NA
1. Are all ceiling tiles in place and in good condition?			
2. Is all furniture in safe condition?			
3. Is clearance of at least 18 inches maintained around fire sprinkler heads?			
4. Are wall-mounted book cases free of excessive material on top and not overloaded? (Chemicals & heavy items should not be stored above head height (6 feet)).			
5. Is the storage of combustibles (substances that ignite and burn readily) in the work area held to a minimum to avoid a fire hazard?			
6. Are all walking or working surfaces free of tipping/slipping hazards?			
7. Are emergency phone numbers and procedures posted at or near telephones?			
8. Is good housekeeping practiced in work area (Is it free of debris, combustibles, and obstructions? Are aisles maintained?)?			
9. Is storage adequately supported/stable to avoid tipping/falling?			
10. Are all chemical containers labeled with the name of the product and all hazard warnings? (look inside cupboards, under sinks, in closets)			
11. Is there at least two (2) feet clearance between stacked materials and ceiling lights?			
12. Is the area free of extension cords? (extension cords are only allowed temporarily) NOTE: Power strips may ONLY be used for low wattage equipment such as cell phone chargers, computer components, desk lamps and radios.			
13. Are all cords/plugs free from damage or deterioration?			
14. Is all high wattage electrical equipment (refrigerator, heater, microwave, coffeemaker, toaster, hairdryer, coffee cup warmer) plugged directly into a wall outlet? NOTE: There are 2 outlets in each duplex receptacle.			
19. Are cover plates in place on junction boxes to eliminate exposed wiring?			
20. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?			
Explanation/Comments on all NO answers – Make a notation if a Work Request has been generated			

Calvin College Safety Inspection Checklists

Classrooms

Department _____ Building location/Room number _____

Date _____

Inspector(s) _____

Classrooms	Yes	No	NA
1. Are all ceiling tiles in place and in good condition?			
2. Are all walking or working surfaces free of tipping/slipping hazards?			
3. Are all self-closing doors operational?			
4. Are walls and floors free of holes/penetrations?			
5. Is all furniture in safe condition?			
6. Is clearance of at least 18 inches maintained around fire sprinkler heads?			
7. Are wall-mounted book cases free of excessive material on top and not overloaded? (Chemicals & heavy items should not be stored above head height (6 feet)).			
8. Is the storage of combustibles (substances that ignite and burn readily) in the work area held to a minimum to avoid a fire hazard?			
9. Are Emergency Evacuation Plans posted in each classroom?			
10. Is Safety Information with emergency phone numbers posted in each classroom?			
11. Is the area free of extension cords? (extension cords are only allowed temporarily) NOTE: Power strips may ONLY be used for low wattage (total for all equipment on one strip must be under 1000 watts) equipment such as computer components, TV monitor, DVD Player, VCR, and speakers.			
12. Is all high wattage (over 1000 watts or 8.3 amps) electrical equipment (overhead projector, slide projector, video projector) plugged directly into a wall outlet? NOTE: There are 2 outlets in each duplex receptacle.			
13. Are cover plates in place on junction boxes to eliminate exposed wiring?			
14. Are all cords/plugs free from damage or deterioration?			
15. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?			
Explanation/Comments on all NO answers – Make a notation if a Work Request has been generated			

Calvin College Safety Inspection Checklists

Laboratories and Science Storage Areas

Department _____ Building location/Room number _____

Date _____

Inspector(s) _____

Laboratories and Science Storage Areas	Yes	No	NA
1. Are all ceiling tiles in place and in good condition?			
2. Are all walking or working surfaces free of tipping/slipping hazards?			
3. Are all self-closing doors operational?			
4. Are walls and floors free of holes/penetrations?			
5. Is all furniture in safe condition?			
6. Is clearance of at least 18 inches maintained around fire sprinkler heads?			
7. Are wall-mounted book cases free of excessive material on top and not overloaded? (Chemicals & heavy items should not be stored above head height (6 feet)).			
8. Is the storage of combustibles (substances that ignite and burn readily) in the work area held to a minimum to avoid a fire hazard?			
9. Are Emergency Evacuation Plans posted in each lab?			
10. Is Safety Information with emergency phone numbers posted in each lab?			
11. Does the lab telephone have an autodial button specifically for Campus Safety?			
12. Is the area free of extension cords? (extension cords are only allowed temporarily) NOTE: Power strips may ONLY be used for low wattage (total for all equipment on one strip must be under 1000 watts) equipment such as computer components, TV monitor, DVD Player, VCR, and speakers.			
13. Is all high wattage (over 1000 watts or 8.3 amps) electrical equipment (electrophoresis power supply,) plugged directly into a wall outlet? NOTE: There are 2 outlets in each duplex receptacle.			
14. Are cover plates in place on junction boxes to eliminate exposed wiring?			
15. Are all cords/plugs free from damage or deterioration?			
16. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?			
17. Is broken glass placed in appropriate containers (puncture resistant, corrugated, plastic lined, labeled)?			
18. Is the Contaminated Sharps biohazard container less than 2/3s full?			
19. Is there a Hazard Communication Right-to-Know Compliance Center (Material Safety Data Sheets or MSDS collection) in the department?			
20. If "yes" to 19, is the Michigan Right-to Know poster that tells the location of the MSDS collection obvious?			
21. Is consumption and storage of food, beverage, etc., prohibited where required? (prohibited in any area exposed to toxic materials or blood/body fluids)			
22. Is good housekeeping practiced in work area (Is it free of debris, combustibles, obstructions? Are aisles maintained?)?			
23. Is storage adequately supported/stable to avoid tipping/falling?			
24. Are all chemical containers labeled with the name of the product and all hazard warnings? (look inside cupboards, under sinks, in closets)			

Calvin College Safety Inspection Checklists

Laboratories and Science Storage Areas	Yes	No	NA
25. Is there at least 2 feet clearance between stacked materials and ceiling lights?			
26. Is there at least 3 feet clearance in front of electrical panels/breaker boxes?			
27. Is emergency equipment (alarm pull boxes, eyewashes, showers, first aid kits, etc.) accessible and not blocked by equipment?			
28. Are emergency eyewashes/showers provided in the required chemical areas (corrosive materials with pH of 9.0 or greater OR acidic compounds with pH of 4.0 or less OR materials which by their nature are capable of causing severe tissue damage [such as formaldehyde, MEKP, organic solvents])?			
29. Are flammable/combustible liquids in excess of one day's operational supply stored in approved safety cans and kept in approved flammable materials storage (FMS) cabinets?			
30. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?			
31. Are all flammable containers properly closed/covered to control vapors?			
32. Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?			
33. Are fire extinguishers and signs clearly visible (Each extinguisher must be readily seen and accessible along normal paths of travel. In a location where visual obstruction cannot be avoided, a sign must be in place to indicate the location.)			
34. Is access to fire extinguishers clear and unobstructed?			
35. Are all extinguishers in place and properly mounted?			
36. Are protective valve caps in place when compressed gas cylinders are not in use?			
37. Are empty and full cylinders stored separately?			
38. Are only chemically compatible cylinders stored together (Cylinders of oxidizers such as oxygen must be stored at least 20 feet from fuel gas cylinders or a highly combustible material such as, but not limited to, oil, grease, flammable gas or a source of ignition, or be separated from the material by a noncombustible wall, not less than 5 feet high, having a fire resistance rating of one hour. All cylinders must be stored away from heat in excess of 125 F. Where different gases are stored, they shall be grouped by types. Groupings must separate the flammable gases from the oxidizing gases.)?			
39. Are cylinder contents adequately labeled and easily seen?			
40. When not in use is the sash of each chemical fume hood kept closed?			
41. Is storage of equipment or chemicals in chemical fume hoods allowed only with permission from the Chemical Hygiene Officer and kept to a minimum?			
42. Is there adequate signage specifying what personal protective equipment is required in the lab?			
43. Are all hazardous waste collection containers completely closed except when waste is being added?			
44. Are all hazardous waste collection containers labeled with "Hazardous Waste", the contents and the date when waste was first added?			
45. Is the requirement for use of protective equipment enforced?			
46. When not in use, is personal protective equipment properly maintained/stored?			
47. Is personal protective equipment readily available for all personnel including visitors to the area?			
Explanation/Comments on all NO answers – Make a notation if a Work Request has been generated			

Calvin College Safety Inspection Checklists

Private Office

To be completed by the faculty or staff assigned to the office. Return completed checklist to the Building Safety Committee by the date requested.

Department _____

Building location/room numbers _____

Date _____ Time _____

Inspection completed by _____

Private Office	Yes	No	NA
1. Are all ceiling tiles in place and in good condition?			
2. Is all furniture in safe condition?			
3. Are wall-mounted book cases free of excessive material on top and not overloaded? NOTE: Chemicals & heavy items should not be stored above head height (6 feet).			
4. Are all walking or working surfaces free of tipping/slipping hazards?			
5. Are emergency phone numbers posted at or near telephones?			
6. Is good housekeeping practiced in work area (Is it free of debris, combustibles, obstructions? Are aisles maintained?)?			
7. Is storage adequately supported/stable to avoid tipping/falling?			
8. Are combustible materials (substances or materials that are able or likely to catch fire and burn) stored at least 24" from ceilings, 18" from sprinkler heads, and 36" from space heaters?			
9. Is the area free of extension cords? (extension cords are only allowed temporarily)			
10. Is all high wattage electrical equipment (refrigerator, heater, microwave, coffeemaker, toaster, hairdryer, coffee cup warmer) plugged directly into a wall outlet? NOTE: There are 2 outlets in each duplex receptacle. Power strips may ONLY be used for low wattage equipment such as cell phone chargers, computer components, desk lamps and radios.			
11. Are all cords/plugs free from damage or deterioration?			
12. Is the exit door unobstructed?			
Explanation/Comments on all NO answers – Make a notation if a Work Request has been generated			

Calvin College Safety Inspection Checklists

Mechanical Rooms

Department _____ Building location/Room number _____

Date _____

Inspector(s) _____

Mechanical Rooms	Yes	No	NA
1. Are all walking or working surfaces free of tipping/slipping hazards?			
2. Are stairwells clear and not used for storage?			
3. Are emergency phone numbers and procedures posted at or near telephones?			
4. Are all fans equipped with a blade guard with openings no greater than ½ inch?			
5. Is good housekeeping practiced in work area (Is it free of debris, combustibles, obstructions? Are aisles maintained?)?			
6. Are all chemical containers labeled with the name of the product and all hazard warnings? (look inside cupboards, under sinks, in closets)			
7. Are all exit doors unobstructed?			
8. Are all exit doors able to be opened from the inside without special knowledge/keys?			
9. Are all doors free of slide bolts or locks?			
10. Is there at least 3 feet clearance in front of electrical panels/breaker boxes?			
11. Are electric hand tools properly grounded/double insulated?			
12. Is the area free of extension cords? (extension cords are only allowed temporarily)			
13. Is all high wattage electrical equipment (over 1000 watts or 8.3 amps) plugged directly into a wall outlet? NOTE: There are 2 outlets in each duplex receptacle. Power strips may ONLY be used for low wattage equipment such as cell phone chargers, computer components, desk lamps and radios.			
14. Are all cords/plugs free from damage or deterioration?			
15. Are switches and circuit breakers properly identified as to the service they are in and to what they control?			
16. Are electrical panel rooms free of combustible and flammable materials? <i>Combustibles</i> – Capable of igniting and burning, a substance that can be burned to provide heat or power. <i>Combustible liquid</i> - A liquid having a flash point at or above 100 F. <i>Flammables</i> – Chemicals that give off vapors which readily ignite under normal working conditions. Liquids having a flash point below 100 F (37.7 C).			
17. Are cover plates in place on junction boxes to eliminate exposed wiring?			
18. Are "WARNING HIGH VOLTAGE" signs installed on high voltage enclosures for systems rated 600V or over?			
19. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?			
20. Is emergency equipment (alarm pull boxes, eyewashes, showers, first aid kits, etc.) accessible and not blocked by equipment?			
21. Is the First Aid supply location labeled and accessible?			
22. Is the First Aid box well organized and supplied?			

Calvin College Safety Inspection Checklists

Mechanical Rooms	Yes	No	NA
23. Are emergency eyewashes/showers provided in the required chemical areas (corrosive materials with pH of 9.0 or greater OR acidic compounds with pH of 4.0 or less OR materials which by their nature are capable of causing severe tissue damage [such as formaldehyde, MEKP, organic solvents])?			
24. Are Emergency Contact Information cards posted by each telephone?			
25. Are Hazard Communication Right-to-Know posters obvious?			
26. Are walls and floors free of holes/penetrations?			
27. Are fire extinguishers and signs clearly visible (each extinguisher must be readily seen and accessible along normal paths of travel. In a location where visual obstruction cannot be avoided, a sign must be in place to indicate the location).			
28. Is access to fire extinguishers clear and unobstructed?			
29. Are all extinguishers in place and properly mounted?			
30. Are high noise (an environment where normal speech levels cannot be understood), eye hazard, and hard hat areas marked with appropriate signs?			
31. Is personal protective equipment (safety glasses and hearing protection) readily available for all personnel including visitors to the area?			
32. Are portable ladders in good repair and safe to use?			
33. Are permanent ladders in good condition and guarded appropriately?			
34. Are machine and belt guards in place and in good condition? (points of operation - the point where work is performed like cutting, shaping, boring or forming, pinch points, band or circular saw blades, power transmission components - flywheels, pulleys, belts, connecting rods, couplings, cams, spindles, chains, cranks, and gears and other moving parts - reciprocating, rotating, feeding mechanisms must be guarded)			
35. Is all piping appropriately identified as to contents/direction of flow?			
36. Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?			
37. Are drain openings/pits in the floor or walking surfaces guarded with a standard barrier to prevent tripping/slipping? (When a floor or platform is 4 or more feet above the adjacent floor or ground level it must be guarded with a standard barrier.)			
38. Are toe boards in place on elevated platforms to prevent objects from falling off the platform?			
39. Are standard guardrails (Top rail must be no less than 42" above the floor, mid-rail to be ½ way between the top rail and the floor, with a toe board.) provided on elevated platforms?			
40. Are handrails provided and in good condition on stairways when there are 4 or more risers?			
41. Are there provisions for safe access to elevated machinery/equipment?			
Explanation/Comments on all NO answers – Make a notation if a Work Request has been generated			

Calvin College Safety Inspection Checklists

Shops and Studios

Department _____ Building location/Room number _____

Date _____

Inspector(s) _____

Shops and Studios	Yes	No	NA
1. Are all walking or working surfaces free of tipping/slipping hazards?			
2. Are stairwells clear and not used for storage?			
3. Are emergency phone numbers and procedures posted at or near telephones?			
4. Is good housekeeping practiced in work area (Is it free of debris, saw dust, combustibles, obstructions? Are aisles maintained?)?			
5. Are all chemical containers labeled with the name of the product and all hazard warnings? (look inside cupboards, under sinks, in closets)			
6. Are all exit doors unobstructed?			
7. Are exit signs posted and properly illuminated to clearly indicate exits?			
8. Are all exit doors able to be opened from the inside without special knowledge/keys?			
9. Are all doors free of slide bolts or locks?			
10. Is there at least 3 feet clearance in front of electrical panels/breaker boxes?			
11. Are electric hand tools properly grounded/double insulated?			
12. Is the area free of extension cords? (extension cords are only allowed temporarily)			
13. Is all high wattage electrical equipment (over 1000 watts or 8.3 amps) plugged directly into a wall outlet? NOTE: There are 2 outlets in each duplex receptacle. Power strips may ONLY be used for low wattage equipment such as cell phone chargers, computer components, desk lamps and radios.			
14. Are all cords/plugs free from damage or deterioration?			
15. Are emergency eyewashes/showers provided in the required chemical areas (corrosive materials with pH of 9.0 or greater OR acidic compounds with pH of 4.0 or less OR materials which by their nature are capable of causing severe tissue damage [such as formaldehyde, MEKP, organic solvents])?			
16. Are flammable/combustible liquids in excess of one day's operational supply stored in approved safety cans and kept in approved flammable materials storage (FMS) cabinets?			
17. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?			
18. Are all flammable containers properly closed/covered to control vapors?			
19. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?			
20. Is emergency equipment (alarm pull boxes, eyewashes, showers, first aid kits, etc.) accessible and not blocked by equipment?			
21. Is the First Aid supply location labeled and accessible?			
22. Is the First Aid box well organized and supplied?			
23. Are emergency eyewashes/showers provided in the required chemical areas (corrosive materials with pH of 9.0 or greater OR acidic compounds with pH of 4.0 or less OR materials which by their nature are capable of causing severe tissue damage [such as formaldehyde, MEKP, organic solvents])?			

Calvin College Safety Inspection Checklists

Shops and Studios	Yes	No	NA
24. Are Emergency Contact Information cards posted by each telephone?			
25. Are Hazard Communication Right-to-Know posters obvious?			
26. Is broken glass placed in appropriate containers (puncture resistant, corrugated, plastic lined, labeled)?			
27. Is there a Hazard Communication Right-to-Know Compliance Center (Material Safety Data Sheets or MSDS collection) in the department?			
28. If "yes" to 19, is the Michigan Right-to Know poster that tells the location of the MSDS collection obvious?			
29. Is consumption and storage of food, beverage, etc., prohibited where required? (prohibited in any area exposed to toxic materials or blood/body fluids)			
30. Is storage adequately supported/stable to avoid tipping/falling?			
31. Is there at least 2 feet clearance between stacked materials and ceiling lights?			
32. Are protective valve caps or closed regulators in place in place when compressed gas cylinders are not in use?			
33. Are cylinders secured to a cart, bench or wall?			
34. Are empty and full cylinders stored separately?			
35. Are only chemically compatible cylinders stored together (Cylinders of oxidizers such as oxygen must be stored at least 20 feet from fuel gas cylinders or a highly combustible material such as, but not limited to, oil, grease, flammable gas or a source of ignition, or be separated from the material by a noncombustible wall, not less than 5 feet high, having a fire resistance rating of one hour. All cylinders must be stored away from heat in excess of 125 F. Where different gases are stored, they shall be grouped by types. Groupings must separate the flammable gases from the oxidizing gases.)?			
36. Are cylinder contents adequately labeled and easily seen?			
37. Is all personal protective equipment free from damage and deterioration?			
38. Are portable ladders in good repair and safe to use?			
39. Are permanent ladders in good condition and guarded appropriately?			
40. Are machine and belt guards in place and in good condition? (points of operation - the point where work is performed like cutting, shaping, boring or forming, pinch points, band or circular saw blades, power transmission components - flywheels, pulleys, belts, connecting rods, couplings, cams, spindles, chains, cranks, and gears and other moving parts - reciprocating, rotating, feeding mechanisms must be guarded)			
41. Is all piping appropriately identified as to contents/direction of flow?			
42. Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?			
43. Are drain openings/pits in the floor or walking surfaces guarded with a standard barrier to prevent tripping/slipping? (When a floor or platform is 4 or more feet above the adjacent floor or ground level it must be guarded with a standard barrier.)			
44. Are toe boards in place on elevated platforms to prevent objects from falling off the platform?			
45. Are standard guardrails (Top rail must be no less than 42" above the floor, mid-rail to be ½ way between the top rail and the floor, with a toe board.) provided on elevated platforms?			
46. Are handrails provided and in good condition on stairways when there are 4 or more risers?			
47. Are there provisions for safe access to elevated machinery/equipment?			
Explanation/Comments on all NO answers – Make a notation if a Work Request has been generated			