

# GENERAL SAFETY INSPECTION CHECKLIST

## SANTA FE COLLEGE SAFETY COMMITTEE

Periodic building inspections and correction of identified hazards in the workplace are a proactive part of Santa Fe College's approach to employee, student, and visitor safety. Completed copies of this form will be kept on file by the Safety Committee Chair for one year from the date listed below. The Chair will report any facility-related deficiencies below to Facilities Services by completing a work order and handling any follow-up, as needed.

*If a hazard requires immediate action, please contact Facilities Services directly at 352-395-5521.*

PLEASE PRINT:

Completed By:	Date Completed:
Associated Work Orders:	Phone:
Building Inspected:	Location:
Rooms Not Inspected:	

GENERAL	YES	NO	N/A	COMMENTS/WO#
1. Workplace is generally clean and orderly; floors are clear and aisles, hallways, and exits are unobstructed; area free of slip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Stairways, sidewalks, and ramps are free of defects (e.g. damaged treads, frayed carpet, and uneven surfaces, root intrusions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Loose, broken, missing or stained ceiling tiles have been repaired or replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Broken or damaged furniture and equipment are absent from the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ELECTRICAL CORDS & OUTLETS	YES	NO	N/A	COMMENTS/WO#
1. Light fixtures are working properly (i.e. no burned out or broken bulbs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Light switches and electrical outlets have covers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Electrical cords and plugs are in good condition with proper grounding (i.e. no frayed cords).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Power strips are not daisy chained and no permanent extension cords are in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Clear access is provided to electrical panels (no storage within 36 inches). Rooms marked "no storage" and/or "mechanical" are clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE	YES	NO	N/A	COMMENTS/WO#
1. Emergency exit signs are illuminated and operable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A	COMMENTS/WO#
2. Fire alarm pull stations and extinguishers are visible and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Fire extinguishers have been inspected within the last month (evidenced by initials/date on tag).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Fire doors (e.g. in stairways) are kept closed unless equipped with automatic closing device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. An 18" clearance is maintained below all sprinkler heads. A 24" clearance is maintained below ceilings without sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Flammable materials are stored in fire-rated cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. No prohibited electrical appliances are found in any areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Handicapped push buttons near entrance/exit of building are visible, operable, and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Elevators in the building are operational, clean, and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. The elevator's emergency call-out mechanism or phone is operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MISC. LIFE SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS/WO#</b>
1. Safety Data Sheets (SDS) are available in work area, if applicable. (Should be displayed in a clearly marked binder.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Personal protective equipment (PPE) is readily available in appropriate work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All containers, including non-hazardous chemicals and washes, are appropriately labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Plumbed eyewash and chemical shower stations are operable with evidence of weekly checks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Personal eyewash stations are in good condition and not expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. First aid supplies are available or staff is aware of where to get supplies, if needed. (Kit is stocked appropriately and in good condition.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Water fountains flow with at least a 4" arc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Emergency Quick Guides are posted in work areas as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Public phones have posted emergency numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SITE SPECIFIC INFORMATION/COMMENTS (AS NEEDED):</b>				