Federal Employee Occupational Safety and Health Program and Workplace Evaluation
Office of Science Headquarters

March 11-15, 2002

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Executive Summary

As a result of discussions on employee safety and health during several Office of Science (SC) environment safety and health (ES&H) coordination meetings, a "White Paper" on SC Federal Employee Occupational Safety and Health (FEOSH) was issued in December 2001. The "White Paper" recommended conducting a FEOSH evaluation of the SC work areas in the Department of Energy (DOE) Germantown and Forrestal Buildings. The Chicago Operations Office (CH) was requested to organize and lead a Team of safety and health professionals to conduct the recommended FEOSH evaluation. A memorandum dated March 4, 2002, requested that the Deputy Director of CH's Safety and Technical Services lead that Team. The Team was made up of the Team Leader, an industrial safety professional from CH, an industrial hygienist from CH, and an industrial safety professional from Argonne National Laboratory East. The evaluation was conducted March 11-15, 2002.

A plan was developed in preparation for the FEOSH evaluation. The scope of the evaluation was to identify hazards related to safety and health requirements and deficiencies related to emergency egress. The scope also included a general comparison of the SC FEOSH Program against DOE required elements.

The comparison has identified that SC had not yet established a FEOSH Program as required by DOE O 440.1A *Worker Protection Management for DOE Federal and Contractor Employees* and DOE M 411.1-1B *Safety Management Functions, Responsibilities, and Authorities Manual.* These program elements include: an organized safety and health committee, safety and health training, a workplace inspection process, an effective means for resolving concerns/complaints, and access to workplace monitoring information. Twelve recommendations were made. Six of the recommendations focus on the program areas that need to be developed for SC to establish a FEOSH program. These recommendations identify the basic elements of the program. The remaining recommendations were made to develop policy for the reduction of workplace hazards that were observed during the evaluation of SC work areas in the Germantown and Forrestal Buildings. The observed workplace hazards have been categorized in the general areas of Electrical Safety, Emergency Egress, Walking Surfaces, Fire Alarm/Protection, and Housekeeping. SC Management and Program Associate Director and Office Director ES&H Representatives were given daily briefings and written summaries of the work area hazard observations. During the evaluation, SC Management and staff were given explanations of the hazard observations made by the Team.

The SC Management and staff have initiated this evaluation to identify the program improvements that should be undertaken to implement a viable FEOSH Program. The workplace hazards that were observed have in part been allowed to exist because of the lack of policies to address office safety issues. The attention given to this effort has presented SC Management with an opportunity to continue the momentum this evaluation had developed. The challenge of the development and implementation of this program had been eased in part because SC anticipated positive outcomes from the evaluation. Most of the hazards observed during the evaluation are within the ability of SC line management to easily resolve. Those which require coordination with Office of Management, Budget and Evaluation can also be resolved if SC Management joins

with the other program offices to champion these issues to provide a safer work environment for SC and DOE employees.

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1.0 Introduction

At the request of the Office of Science (SC) Associate Director, Office of Laboratory Operations and Environment, Safety and Health (SC-80), a Federal Employee Occupational Safety and Health (FEOSH) Program and Workplace Evaluation was performed March 11-15, 2002. The evaluation was lead by Justin T. Zamirowski of the Chicago Operations Office (CH) Safety and Technical Services (STS), and included Karl G. Moro and Thomas M. McDermott of CH-STS, and Gregory J. Dely of Argonne National Laboratory East. The evaluation was performed in accordance with direction provided in the March 4, 2002, charge memorandum from SC-80 to the CH Manager (Attachment A). The inspection included SC work areas and common areas in the Germantown and Forrestal Buildings to determine the existence of hazards and unsafe practices. It also included assessment of SC Headquarters compliance with Department of Labor and Department of Energy (DOE) FEOSH requirements.

2.0 Scope and Approach

The inspection was performed in nearly all of the SC assigned work areas as defined by the March 4, 2002, charge memorandum. The inspections included conversations with SC staff, supervisors and management, and support service contractor employees. These conversations were intended to identify safety and health concerns, ascertain SC roles and responsibilities for the FEOSH, learn of workplace conditions, and determine awareness of safety and health requirements. Included as Attachment B are the daily briefing notes that identify specific hazard observations and programmatic needs.

Conversations were also held with safety and health, and building management personnel of the Office of Management, Budget and Evaluation (ME). These conversations were to establish the ME role in maintaining safety and health in the Germantown and Forrestal Buildings, as well as implementation of the DOE Headquarter FEOSH Program.

3.0 Evaluation Criteria

The evaluation was to determine if workplace hazards were effectively identified and controlled in accordance with FEOSH requirements, that employees and supervisors understand their roles and responsibilities, and that employees are knowledgeable of their rights for a safe and healthy workplace. Therefore, the effectiveness of SC's FEOSH efforts were evaluated against:

Office of Science, Stewardship Functions, Responsibilities, and Authorities Document, June 2000;
HQ O 442.1, *Headquarters Occupational Safety and Health Program*;
DOE O 225.1A, *Accident Investigations*;
DOE O 231.1, *Environment, Safety and Health Reporting*;
DOE M 411.1-1B, *Safety Management Functions, Responsibilities, and Authorities Manuel*;
DOE O 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees*;
DOE O 442.1A, *Department of Energy Employee Concerns Program*;
DOE P 450.4, *Safety Management System Policy*;

29 CFR 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*; and
29 CFR 1910, *Occupational Safety and Health Standards*.

4.0 Discussion and Results

The SC FEOSH Program and Workplace Evaluation was undertaken at the request of SC as a result of discussions on FEOSH during several SC environment, safety and health (ES&H) coordination meetings. Some of these discussions centered on issues related to indoor air quality, access to the results of air sampling, and emergency evacuation and egress. There was additional discussion on confusion over the roles, responsibilities, and authorities for the SC FEOSH Program.

SC management and staff clearly demonstrated support for the evaluation by their active participation. The Program Associate Director (PAD) ES&H representatives participated in walking through work areas and engaging staff in discussions on workplace concerns and questions. The PAD ES&H representatives of both Basic Energy Sciences, and High Energy and Nuclear Physics, were particularly interested in the success of this evaluation, and demonstrated knowledgeable of safety concerns and issues expressed by personnel in their organizations.

4.1 Workplace Observations

Observations of hazards and unsafe practices in the SC work areas in the Germantown and Forrestal Buildings were made March 11-14, 2002. The work areas inspected were primarily office occupancies with associated business areas. In addition, several common areas such as corridors, stairwells, and restrooms utilized by SC employees were also inspected. Included as Attachment B are the daily briefing notes that identify specific hazard observations and programmatic needs.

<u>Electrical Safety</u>

Numerous hazards associated with the use of electricity were found. Very few of these hazards were attributed to damaged equipment or exposure to the power distribution system. The majority of these hazards involved the unrestricted use of extension cords and power outlet strips. Due to limited provisions for electrical service outlets in many individual work areas, employees have used extension cords, power outlet strips, and combinations of both, in a “daisy-chained” fashion to power electrical equipment. Ungrounded light-duty type extension cords are being used. The extensive use of multi-tap extension cords and power outlet strips increases the flow of current through the circuit wiring, thus increasing the risk of deteriorating the electric system. In the Germantown Building there were multiple reports of tripped power circuit breakers. In many of the work areas visited, in addition to the electrical equipment necessary for performing assigned work (computers, printers, copies, lamps, etc.), many others had convenience electrical equipment (refrigerators, microwaves, toasters, space heaters, fans, etc.). In one area in the Forrestal Building it was reported that because of the combined use of food preparation appliances, three times a power outlet strip serving those appliances was electrically overload. Work areas with an adequate number of receptacles, and limited to just that equipment mainly necessary for performing assigned work, had few if any extension cords and power outlet strips.

<u>Emergency Egress</u>

Specific studies to determine the exiting capability in the Germantown and Forrestal Buildings were not performed by the Team. However, emergency egress from SC areas in both of these Buildings appeared to be sufficient. In the Germantown Building some exit stair towers, which are used by SC employees to exit in an emergency, continue beyond the level of exit discharge without interruption. National Fire Protection Association (NFPA) Standard 101 (Life Safety Code) requires these exit stair towers to be arranged to prevent occupants from traveling to a point beyond that level of exit discharge. One particular exit stair tower in the Germantown Building discharges into an enclosed courtyard. Once in that courtyard, employees are required to re-enter the building through a door that swings against the path of exit discharge, and then proceed out of the building through another exit door. It was reported during the evaluation that this exit stair tower may not be a required means of egress; however, the doors serving the exit stair tower are provided with illuminated "EXIT" signs. Several emergency lighting units in an exit stair tower in the Forrestal Building, that would be used by SC employees on the 7th floor, were inoperable when tested. The operability of emergency lighting in other exit stair towers in the Forrestal Building was not confirmed. SC office suites in the Forrestal Building were not provided with emergency lighting and exit directional signs. Emergency lighting units in the Germantown Building are not being tested on a monthly basis as required by the NFPA Life Safety Code.

Walking Surfaces

In both the Germantown and Forrestal Buildings, numerous tripping hazards were observed. Power, computer, and communication wiring and cables were loosely arranged and/or stretched across walking pathways. In the corridors of the Forrestal Building several floor raceway hatch covers were found unsecured with bowed up edges.

Fire Alarm/Protection

The Forrestal Building is composed of a seven-story building along Independence Avenue, an eight-story building between 9th and 10th Streets, a cafeteria building, and child care center. Most of the Forrestal Building has a ground floor and basement beneath it. The seven-story portion will be referred as the North Building, and the eight-story portion will be referred as the South Building. SC occupies portions of the seventh floor of the North Building, and portions of the third floor of the South Building.

The local building code, the NFPA Life Safety Code, and General Service Administration (GSA) standards, require the Forrestal Building to be fully sprinklered. Limited sprinkler protection is currently provided. The NFPA Life Safety Code requires that “all high-rise business occupancy buildings shall be provided with a reasonable degree of safety from fire. Such degree of safety shall be accomplished by the installation of a complete, approved, supervised automatic sprinkler system…” or an engineered life safety system. The NFPA Life Safety Code further requires that limited, but reasonable time be permitted for compliance. It further outlines that a schedule must be determined to bring the facility into compliance. The GSA has required automatic sprinkler protection in federally owned and leased high-rise buildings since 1977. During the Evaluation it was learned that there have been studies on this issue (e.g. Assistant Secretary for Environment, Safety and Health, Department of Energy Design Strategies for Complete Automatic Sprinkler Protection in the James E. Forrestal Building - Washington, DC, June 23, 1997), but the Team was unable to determine if a schedule was developed to bring the facility into compliance. The Team was informed during an interview with ME that the Forrestal Building was scheduled for major improvements, and that sprinklers would be installed throughout after fiscal year 2007.

Manual pull stations are the principal means of actuating the current fire alarm system for the Forrestal Building. Manual pull stations are primarily found at entrances to fire exits. The sounding of the fire alarm system in the Forrestal Building differs by location. For alarms initiated on floors 4 through 7 in the North Building, the fire alarm sounds as a common alarm zone. (The actuation of the fire alarm on any of these floors sounds the fire alarm on all of these floors.) In the South Building, fire alarms sound on the floor where they originate from, plus the floors immediately above and below. This type of operation has lead to confusion. Building occupants are able to hear alarms originating in other areas and are unsure of their proper response. The lack of sprinkler protection in the SC work areas increases the risk of safe occupant evacuation. Since the principle means of initiating a fire alarm is primarily by manual pull alarm stations, and through a very few automatic fire detection devices, critical time may be lost before the initial growth and spread of a fire is discovered.

The fire alarm and fire protection systems of the Germantown Building are similar to those of the Forrestal Building. Limited sprinkler protection exists in the lower levels, manual fire alarm pull stations are the principle means of actuating the fire alarm system, and there are very few automatic fire detection devices. A difference at the Germantown Building is the existence of a general building-wide fire alarm. Furthermore, though the Germantown Building is a federally owned building, it is not a high rise structure that would currently require sprinkler protection throughout. However, previous DOE fire protection requirements for the Germantown Building called for the provision of full sprinkler protection. Discussions with ME indicated that there are no current plans for the installation of sprinklers throughout the Germantown Building.

All portable fire extinguishers were found with inspection tags that did not indicate the performance of monthly visual inspections. Discussions with ME could not confirmed that portable fire extinguishers in both the Germantown and Forrestal Buildings are receiving monthly visual inspections, or that monthly visual inspections are being recorded through an alternate means. The Forrestal Building portable fire extinguishers were the type capable of suppressing ordinary combustible, flammable liquid, and electrical fires (multi-purpose). In the SC areas of the Germantown Building only one multi-purpose portable fire extinguisher was located. All other portable fire extinguishers were the pressurized water type. Though electrical equipment use in the Germantown Building is considerable, and consequently electrical fires are a possibility, these portable fire extinguishers are intended for extinguishing ordinary combustible fires.

Housekeeping

With the exception of several areas, the control of combustible materials was good. In the Germantown Building many shelving units were found secured to walls to preventing tipping; however, many other shelving units were found to be free standing, unstable, and/or top loaded with materials. Means of egress were clean and generally free from obstructions. The single exception was surplus computer equipment awaiting relocation in G Wing on the 4th Floor of the Germantown Building. Complaints of pests (roaches, rats, and mice) were made. No direct evidence of these pests was observed, but many work areas had been provided with ant traps and pesticide. No floor loading signs were posted in the Germantown and Forrestal Building.

4.2 FEOSH Program Evaluation

FEOSH Program deficiencies in SC's program were identified through comparison with the minimum FEOSH program elements established by 29 CFR 1960. The most significant deficiency was the lack of a documented SC FEOSH Program that clearly defines program

elements, and roles and responsibilities for management, supervisors, and staff. The following program elements are missing a formal safety and health concerns program, workplace accident, injury, and illness reporting and recordkeeping, and training/communication programs for safety and health issues and requirements. Other significant issues within the SC FEOSH program that need to be addressed are SC safety and health work area inspections, effective corrective actions resolution, safety and health committees, and interface issues with ME. This is particularly critical for dealing with issues related to emergency egress, building maintenance and modification, and air/water monitoring.

There was no evidence of an employee concerns program as required by DOE O 442.1A. An effective Employee Concerns Program is one of the best practices management can undertake to identify potential safety and health issues, but also to gain meaningful supervisor and staff participation. In addition, it is an effective way for management to demonstrate their commitment to providing their staff a safe and healthful work environment. In the course of walking through work areas, the following concerns were expressed to the Team by staff and supervisors. These included:

- No response to requests for the results of air monitoring and water sampling;
- Emergency preparedness training;
- Status of indoor air quality;
- Potential exposure to asbestos; and
- The presence of pests in the Germantown and Forrestal Buildings.

There is not a process for ensuring the timely and accurate reporting and recording of workplace accidents, injuries, and illnesses. Records or statistics on SC employee injuries and illnesses were not readily available when requested from ME. SC Management and staff are not well informed of Occupational Safety and Health Act (OSHA) recordkeeping requirements, or the existing DOE injury and illness recordkeeping system ("CAIRS").

SC does not have a training program. Employers and DOE Managers are required to inform their employees of their rights and responsibilities for safety and health requirements that apply to the hazards associated with their work environment(s). In addition, supervisors and staff identified to perform certain key safety and health functions require additional training in basic hazard recognition or more specific hazard or work control training, such as electrical safety or hazardous material handling. Employee interviews indicated that new hires, support service contractors, and field staff detailed to DOE Headquarters are not provided with any training or information on building safety and health, including emergency egress. Management and staff are also not fully cognizant of the applicability of the OSHA requirements on access to exposure monitoring, and the results and analysis of any inspections and reviews. Additionally, most management and staff are unaware of the basic OSHA Right-to-Know laws, 29 CFR 1960 requirements, and DOE O 440.1A that includes the right to be notified when any hazardous activity or monitoring is being conducted. From discussions with SC Management and staff, a training needs assessment has not been performed to determine training applicable to employees. The communication of safety and health concerns, topics and lessons learned is informal and sporadic.

The SC *Stewardship Functions, Responsibilities, and Authorities Document* does not address the roles, responsibilities and authorities for FEOSH as required by the DOE M 411.1-1B. This evaluation has demonstrated line management is concerned with employee occupational safety and health. However, clear roles and responsibilities need to be defined for management and staff and communicated across SC. Training and communication among management and staff needs to demonstrate that those assigned various functions, roles, and responsibilities have competencies commensurate with their roles and responsibilities.

5.0 Findings and Recommendations

Strengths

SC management has demonstrated leadership in performing this evaluation. SC staff is supportive in having a successful FEOSH program. PAD ES&H Representatives are taking a lead role in the development of the SC FEOSH Program.

Deficiencies

The *Office of Science Stewardship Functions, Responsibilities, and Authorities Manual* does not address FEOSH responsibilities as required by DOE M 411.1-1B.

SC has not established a formalized FEOSH Program as required by DOE O 440.1A and HQ O 442.1.

SC has not established an Employee Concerns Program in accordance with DOE O 442.1A.

SC has not established a safety and health training and communication program, specifically:

- Employee training on basic safety and health requirements, and employee rights and responsibilities;
- Hazard recognition training for supervisors or personnel assigned Safety and Health responsibilities;
- A formal program for disseminating safety and health information and lessons learned; and
- Safety and health training for support service contractors and visitors.

Recommendations

To establish an effective FEOSH Program, SC management should:

1. Develop and implement a formal FEOSH program aligned with the Departmental FEOSH requirements.
2. Establish an employee concerns program as required by DOE O 442.1A.
3. Develop and implement a safety and health training program to address potential hazards and risks. The program should include the following as a minimum:

- A needs assessment to determine safety and health training for management, supervisors, staff, support service contractor employees, and visitors;
- New employee and visitor orientation;
- Employee workplace rights and responsibilities;
- Emergency response;
- Office safety (including applicable electrical safety considerations);
- Reporting workplace accidents, injuries and illnesses;
- Employee concerns program; and
- Hazard recognition training for line managers and staff with ES&H collateral duties.

4. Establish a formal program for disseminating safety and health information and lessons learned to their management and staff as part of the SC FEOSH Program.

5. Ensure that all workplace accidents, injuries and illnesses are reported to management, internally investigated, documented, and reported in accordance with DOE O 225.1A and DOE O 231.1.

6. Develop and implement a process to document and track through completion safety and health deficiencies identified during walk-through inspections, and building maintenance requests.

To further improve safety and health within it's work areas, SC management should:

1. Revise the SC Stewardship Functions, Responsibilities, and Authorities Document to include management of the SC FEOSH Program.

2. Develop and implement an electrical equipment use policy to control the use of extension cords, power strips, and unnecessary electrical appliances and equipment.

3. Develop and implement a housekeeping policy to address combustible loading in offices, as well as appropriate configuration of storage units and the securing of storage units to prevent tipping.

4. Encourage employee involvement in safety and health, pursue greater participation in DOE Headquarters' FEOSH initiatives, and champion FEOSH improvement efforts for the Germantown and Forrestal Buildings.

5. SC and other Program Secretarial Offices occupying the Germantown and Forrestal Buildings need to engage ME in resolving fire alarm, fire sprinkler, and NFPA Life Safety Code deficiencies.

6. Formally request from ME the results of air/water monitoring conducted in the Germantown and Forrestal Buildings.

6.0 Conclusion

The SC management and staff have initiated this evaluation to identify the program improvements that should be undertaken to implement a viable FEOSH Program. The worksite hazards that were observed have in part been allowed to exist because of the lack of policies to address office safety issues. The management attention given to this effort has presented SC with an opportunity to continue the momentum this evaluation has developed. The challenge of the development and implementation of this program has been reduced in part because the SC organization is anticipating positive outcomes from this start. Most of the hazards observed in this evaluation are within the ability of SC line management to easily resolve. Those that require coordination with ME can also be resolved if SC Management joins with other program offices to champion these issues to provide a safer work environment for SC and DOE employees.

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Attachment A

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Attachment B

Federal Employee Occupational Safety and Health
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Daily Briefing Summaries

March 11, 2002
(Germantown Building)

Positive Observations

Program Managers and staff are eager to participate in a successful FEOSH Program.

Workplace Hazard Observations

Electrical

Extension Cords and power strips are extensively in use instead of permanent wiring.

- Room J-216 damaged insulation on flexible cord of power strip.
- Numerous "light duty" extension cords are in use.
- Room G-443 had ganged household extension cord with a bent ground prong to allow it to be inserted into ungrounded extension cord.
- Numerous "daisy chained" power strips and extension cords and various combinations of them.

Several electrical panel boards were not properly labeled.

- Panel LP4E-2 across from E-440
- Panel LP4F-1 across from E-402

Refrigerator located in Room J-209 had an ungrounded flexible power cord and plug.

Ungrounded outlet was located on the wall in Room J-221.

Exposed power wiring for the ceiling light in Room J-221.

Missing "knock out cover on 4x4 outlet box in Room F-422.

Cover plate missing on junction box in Room F-203.

Baseboard was disassembled in Room J-216.

Fire Extinguishers

All fire extinguishers were observed with annual April 2001 inspection tags. There was no indication that monthly inspections were performed.

Means of Egress

The east end of the fourth floor of G-wing has computer equipment stored in the corridor blocking the egress path.

Miscellaneous

Extension cords, computer cables and phone lines posed tripping hazards in many locations.

Unsealed floor penetrations in Room F-243 and in Janitor's Closet across from Room G-226.

Programmatic

The Office of Science FRA does not address FEOSH responsibilities as required by the DOE FRAM.

The Office of Science does not have a formalized FEOSH Program as required by DOE O 440.1A and HQ O 442.1

There was no evidence of the existence of an Employees' Concerns Program for the Office of Science (e.g. employee knowledge of employment rights).

New employee orientation does not include safety and health.

Support service contractors have no safety and health orientation.

Electrical equipment use policy has not been developed to control use of extension cords, power strips, and unnecessary electrical appliances and equipment. (Reported instances of tripped circuit breakers.)

A housekeeping policy has not been developed to address combustible loading in offices.

Employees are removing louver cover panels of induction units.

March 12, 2002
(Germantown Building)

Positive Observations

Overall the building is well maintained.

Personnel continue to have a positive attitude for this ongoing SC FEOSH evaluation.

Workplace Hazard Observations

Emergency

Emergency evacuation signs throughout SC occupied areas do not adequately identify the route to nearest means of egress (i.e. no "you are here" location posted).

Egress

Exit stairs that continue beyond the level of discharges are not provided with an interruption to prevent the occupant from continuing beyond the floor of exit discharge.

The egress route from the stair tower that leads to the courtyard west of F-Wing is not consistent with NFPA 101 requirements.

Electrical

Continue to observe light duty extension cords and "daisy chained" extension cords and power strips. Examples are Room F-207, F-208, F-209, E-244, and E-240.

Open electrical raceway exposing 110 volt wires in Room E-232 and E-224.

An ungrounded wall outlet was located in Room E-223.

Housekeeping

Storage in Room E-218 was disorganized and file boxes were stack in aisle spaces. Excessive combustible files are stored in the room.

Miscellaneous

Unsecured shelving units are located in various offices within the SC work areas. Examples are stackable barrister cabinets (gray with sliding glass doors) stacked over 5 feet high.

The temperature for the LAN Room (Room E-244) for SC-30 was 86 degrees at the time of the walkthrough.

A concern was express about the incoming mail. The irradiated mail has a white powder on it that is reported to be irritating to eyes of the mail handlers. (SC-70)

An employee with a respiratory ailment expressed concern that adequate hazard control and dust containment will be established for work that will be initiated in that area shortly.

Floor loading signs are not posted throughout the SC occupied work areas.

Programmatic

Safety and Health Training

A safety and health training and communication program has not been established for the Office of Science (SC).

- SC has not established employee training on basic safety and health requirements, and employee rights and responsibilities.
- SC has not established a hazard recognition training program for supervisors or personnel assigned Safety and Health responsibilities.
- SC has not conducted a safety and health training needs assessment for management, supervisors, and other employees.
- SC has not established a formal program for disseminating safety and health information and lessons learned.

Material Storage

SC needs to develop a policy to establish appropriate configuration of storage shelves and bookcases to prevent tipping.

March 13, 2002
(Forrestal Building)

Positive Observations

Personnel continue to have a positive attitude for this ongoing SC FEOSH evaluation.

Workplace Hazard Observations

Egress

Between 6th and 7th floors and between 4th and 5th floors of the stairwell just outside the SC-1/2/3 Office Suite, emergency lights were found to be inoperable under test.

No exit signs are provided in the SC-1/2/3 Office Suite, and in the SC-5/7 Office Suite.

Electrical

In the SC-1/2/3 Office Suite,

- Flexible cord for power outlet strip was run through doorway of room.
- Overloading by electrical appliances in “Coffee Room” have resulted in the need to replace power outlet strips.

In the SC-5/7 Office Suite,

- In the office of A. Zerega light duty extension cords were in use and daisy-chained.

- Halogen torchiere lamp in office of Dr. Kahn may be subjected to additional guard the prevent fire hazard.
- Grounding pin missing from plug for power outlet strip at secretary's desk outside office of T. Joseph office.
- Open electric box on floor under desk in office of M. Rathburn.
- Refrigerator in break room plugged into power outlet strip.

Housekeeping

In the SC-5/7 Office Suite, boxed storage in printer room is poorly organized and obstructive to free egress.

Fire

On the 3rd and 7th floors, fire extinguishers were lacking tags to indicate monthly inspections.

Miscellaneous

Multiple floor raceway access panels on 3rd and 7th floors were not secured and as a result are tripping hazard, e.g., outside room 3F-091.

In the SC-1/2/3 Office Suite the doorframe of the office of L. Devon Streit is in need of repair.

No floor loading signs were found posted.

Programmatic

See previous daily reports.