

FEOSH OFFICE INSPECTION CHECKLIST

HAZARD	YES	NO
<u>Indoor Air Quality</u>		
A-1 Are HVAC sensors free and clear of heat-producing devices?		
A-2 Are window convector/induction units free of furniture, paper or other obstruction?		
A-3 Are air diffusers clear and free of obstructions or employee modifications?		
A-4 Are walls, floors, and other surfaces free of water infiltration, or evidence of water damage?		
<u>Electrical Safety</u>		
E-1. Are all appliances and equipment plugged directly into receptacles? (e.g., refrigerators, microwave ovens, coffee pots, network printers, etc.)		
E-2. Are power strips or surge protectors used only to connect low amperage office appliances and equipment such as desktop printers, computers, fax machines, phones, desk lamps, radios, etc.?		
E-3. Are power strips or surge protectors plugged directly into wall outlets? (NOTE: <i>Power strips plugged in series or into one another is prohibited.</i>)		
E-4. Are flexible cords and cables free from frays, splices or taps, exposed wires, or deteriorated insulation?		
E-5. Are flexible cords properly installed such that they are not run across aisles or passageways, under floor mats, through walls, or subject to be pinched by doors or furniture?		
E-6. Is adequate number of outlets provided to avoid the use of multiple - plug adapters? (NOTE: <i>Multiple -plug adapters are prohibited.</i>)		
E-7. Are flexible cords and cables used appropriately and rated for the load? (NOTE: <i>Household zip cords should not be used. These are not appropriate for office loads.</i>)		
E-8. Are junction boxes, receptacles, and switches properly secured and provided with tight-fitting covers or plates; therefore, not exposing wires or conductors?		
E-9. Are plugs on equipment in good working condition with no bent or missing contacts or exposed wiring?		

HAZARD	YES	NO
<u>Fire Protection & Life Safety</u>		
F-1. Are all exit doors and passageways free of obstructions?		
F-2. Are exits marked with an exit sign and illuminated by a light source?		
F-3. Is the direction to exits, when not immediately apparent, marked with visible signs?		
F-4. Do exit doors open easily and immediately with one hand?		
F-5. Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "STOREROOM," etc?		
F-6. Are sprinkler heads kept clear of stored material? (NOTE: <i>18-inch minimum clearance required between sprinklers and the top of storage.</i>)		
F-7. Are fire extinguishers mounted in readily accessible locations?		
F-8. Do fire extinguishers have a current service tag that shows they are serviced and maintained annually?		
F-9. Is emergency lighting in stairways, hallways and other work areas in operable condition?		
F-10. Are fire alarm pull boxes visible and unobstructed?		
F-11. Are office areas free of open flames and other sources of ignition, such as candles and incense burners?		
F-12. Have all employees been trained in the building Occupant Emergency Plan?		
F-13. Are Occupant Emergency Plan team members identified in your area?		
F-14. Has an area monitor been identified for your area?		
F-15. Are primary and secondary means of egress identified for your area? (NOTE: <i>These should be posted.</i>)		
F-16. Is your assembly area identified?		
F-17. Do you have a means to account for personnel?		
<u>Hazardous Substance Communication</u>		
H-1 Are offices free of chemicals other than general office supplies?		
<u>Medical Services and First Aid</u>		
M-1 Are first aid supplies easily accessible?		
M-2 Are personnel aware of the procedures for obtaining medical services and first aid?		
M-3 Are emergency phone numbers posted where they can be readily found in case of emergency? (NOTE: <i>Emergency phone numbers should be on each phone.</i>)		
M-4 Are CPR and First Aid trained personnel identified?		
<u>Ergonomics</u>		
R-1 Is office equipment /seating adjustable?		
R-2 Have employees been trained in office ergonomics?		
R-3 Have assessments been done on employee workstations?		

HAZARD	YES	NO
<u>Sanitation</u>		
S-1 Are restrooms clean and in sanitary condition?		
S-2 Is food waste properly bagged before being disposed?		
S-3 Are areas where food is consumed clean?		
S-4 Are food and drinks stored, prepared and consumed away from chemicals and cleaning products?		
S-5 Are water coolers clean and sanitized?		
<u>Working Surfaces</u>		
W-1. Are floors, aisles, and passageways clean and dry?		
W-2. Are carpets tight, so that there are no tripping or slipping hazards?		
W-3. Are office areas uncluttered, without excessive accumulation of paper or other combustible material?		
W-4. Is there at least 18 inches of open space (room) provided in office areas between desks and other furniture, and adjacent to doors to facilitate exit into hallways? (NOTE: <i>Where special needs personnel are located, American for Disabilities Act (ADA) requirements will apply.</i>)		
W-5. Are there holes in the floor or other walking surfaces?		
W-6. Are changes of direction or elevations readily identifiable?		
W-7. Are passageways and workspaces free from protruding objects?		
W-8. Are all work areas illuminated?		
W-9. Are all materials stored such that they are easily retrieved without climbing on equipment or surfaces?		
W-10. Are items such as bookcases, shelving units, pictures, and bulletin boards secured and stable?		

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