



**EDUCATIONAL  
SERVICE  
DISTRICT 112**

## Office Inspection Checklist

**Completed by:**

**Date:**

**Location:**

General		YES	NO	N/A
1.	Work areas and walkways free (or covered) of telephone, computer and electrical cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Workplace is clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Aisles, hallways and exits are unobstructed and free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Lighting is adequate in common areas and workstations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Floors surfaces or carpet are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Stored materials are secure and limited in height to prevent collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Large and heavy items are stored on lower shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Chairs and furniture are in good repair (no loose or missing parts, no sharp edges, splinters)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Desk and file drawers are closed when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	File cabinets, bookshelves, storage cabinets over 5 feet in height are secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Is a step stool or ladder available to eliminate the use of chairs for reaching high objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Walk-off mats are available at all entrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Hand trucks and carts are available for handling of heavy loads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Ceiling tiles are intact, undamaged and in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Preparedness		YES	NO	N/A
1.	Fire extinguishers are fully charged, mounted, accessible and free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	First aid kits are available and stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>General</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.	There is nothing stored within 18" of a sprinkler head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Emergency information is posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	All chemicals are labeled with the name of the chemical and hazards associated with the chemical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Employees know building evacuation procedures and routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	There are flashlights available for use during power outage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Exits are marked and exit lights are visible and working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Electrical Safety</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	At least 3 feet of clearance is kept in front of electrical panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Extension cords are not used for permanent wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Plugs, cords and electrical outlets are in good condition (not frayed, taped, spliced or missing ground prong)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Electrical outlets are not overloaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	There are no more than one power strip per electrical receptacle (no daisy chains)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Outlets within 6 ft. of a water source are protected by GFCI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Portable space heaters are UL listed and have tip-over protection. No combustible located near heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**