|  |  |  |  |
| --- | --- | --- | --- |
| **Inspectors:** | | **Date:** | |
|  | (O)Satisfactory (X) Requires Action | | |
| Location | Condition | Comments |
| **Around the Building** | | | |
| Is the address sign or number easily visible from the street? |  |  |  |
| Are garbage containers emptied on a regular basis? |  |  |  |
| Is waste stored in appropriate waste or recycling storage areas? |  |  |  |
| Is the property kept clear of litter, combustibles, hazardous materials, old batteries, etc.? |  |  |  |
| If present, is the security system working properly? Are procedures on how to use it posted? |  |  |  |
| If present, are smoking areas clean? Is an appropriate cigarette butt receptacle available? |  |  |  |
| Are eavestroughs and downspouts in good repair? |  |  |  |
| **Parking Lot** | | | |
| Are appropriate signs posted (e.g., no parking in fire routes, etc.)? |  |  |  |
| Are the parking areas free from trip hazards (e.g., no pot holes, cracks, etc.)? |  |  |  |
| Is the lighting adequate in the area and walkways at night? |  |  |  |
| Is the parking lot kept free of debris? |  |  |  |
| In winter, is the parking lot free from ice and snow? |  |  |  |
| **Stairs** | | | |
| Are stairs, stairwells, and landings kept clear and unobstructed? |  |  |  |
| In winter, are stairs, stairwells, and landings kept clear from ice and snow? |  |  |  |
| Are stairways adequately lit? |  |  |  |
| Are stairs, treads, hand rails, and any guards secure and in good condition? |  |  |  |
| Do treads and landings have non-skid surfaces and they are in good condition? |  |  |  |
| **Exits / Fire Safety** | | | |
| Are all emergency exits, exit doors, landings, and steps from the building well marked, unblocked, and kept in good condition? |  |  |  |
| In winter, are exits kept free from ice and snow on the outside of the building? |  |  |  |
| In winter, are exits kept free from water (from melting snow and ice) inside the doorways? |  |  |  |
| In winter, is the roof area over the exits free of falling ice and snow hazards? |  |  |  |
| Are exit doors, landings, and steps well lit? Are the lights over the exit doors working and in good repair? |  |  |  |
| In winter, is the access ramp clear of ice and snow, and is there good traction? |  |  |  |
| Can the building be easily accessed by the fire department? Are fire lanes accessible and posted? |  |  |  |
| Are the fire department hose connections kept clear, accessible and have caps? |  |  |  |
| Is the electrical service entrance area clear of trees and branches? |  |  |  |
| Are all electrical wires out of reach of the public? |  |  |  |
| Does the chimney (if present) appear in good repair with the correct clearances? |  |  |  |
| **Grounds** | | | |
| Are walkways clear and in good condition? Are there any holes or trip hazards on grounds where workers or the public may walk? |  |  |  |
| Does water drain away from the building properly? |  |  |  |
| In winter, are ice and snow cleared promptly from walkways? |  |  |  |
| Is security lighting functioning properly? |  |  |  |
| Are exit routes (from the grounds) well marked, and kept clear and unobstructed? |  |  |  |
| Is fencing in good condition? |  |  |  |
| Are plants, trees and shrubs pruned to maintain good visibility? |  |  |  |
| Is any outdoor machinery in good repair? |  |  |  |
| Are workers using machinery properly trained? |  |  |  |
| Do workers have adequate protection from the elements (sun, cold)? |  |  |  |
| Do workers who require personal protective equipment (PPE) know how to use it properly? |  |  |  |
| **Storage Shed** | | | |
| Are hazardous products adequately stored and labelled? |  |  |  |
| Are incompatible materials stored separately? |  |  |  |
| Is the shed or area secured and access limited? |  |  |  |
| Is there any sign of leaks or spills? |  |  |  |
| Are “No Smoking” signs posted when flammable products are stored? |  |  |  |
| Is the storage area protected from exposure to heat, moisture, vibration, flame, etc. as appropriate for the products stored? |  |  |  |
| Is equipment and machinery in good condition? |  |  |  |
| Are any required PPE available to workers and they know how to use it properly? |  |  |  |
| **Loading Areas** | | | |
| If required, are pedestrian walkways clearly marked? |  |  |  |
| Are vehicles or loads secured from unintentional movement? |  |  |  |
| Is the area kept free of obstructions or debris? |  |  |  |
| Are any lifting devices, racking systems, etc. in good condition? |  |  |  |
| If required, are machine guards in place? |  |  |  |
| Visually, does it appear that material handling and manual material handling procedures are being followed? |  |  |  |