

Guidelines: Office Area Safety Inspection Checklist

If there are any questions about these guidelines, contact the appropriate subject matter expert.

	Pass	Fail	N/A	Remarks
Floors				
Clean and free of debris and moisture				
No holes or uneven surfaces				
Tile or carpets secured and free of worn or frayed areas				
Trash & Recycle Receptacles				
Available				
Trash segregated and in proper receptacles				
Emptied as needed				
Power & Extension Cords				
All cords UL listed (UL tag)				
Away from traffic areas and not blocking lighting or power panels				
Properly grounded				
Good condition – no signs of wear				
Are not placed under carpet or area rugs				
Not to be piggybacked or used in place of permanent, fixed wiring				
Coffee makers equipped with 7-day external industrial timer or internal auto-off feature				
Portable Heater				
Must be 36" from combustibles				
Cannot be plugged into extension cord or power strip				
Must be used in accordance with owner's manual				
Is turned off at the end of the day				
Has an auto shut-off tipping switch				
Portable Fan				
Proper location (in a stable location)				
Must be used in accordance with owner's manual				
Fan blade guard securely in place				
Work Areas				
Equipment arranged ergonomically				
Clean and orderly				
File and desk drawers closed when not in use				
Furnished so that there is adequate room to safely move around (min. 18" clearance around or between furnishings)				
Furniture sturdy				
Adequate lighting available				
Office Material Storage				
Bookcases and shelves not overloaded				
Window sills not used for material storage				
No unstable or heavy material storage on top of cabinets, bookcases, etc.				
Cabinets well organized and free of debris				
Cabinets and bookcases secure				
Free from accumulated materials which constitutes hazards from tripping, fire, explosion, or pest				
Lateral files equipped with safety latch				

Chairs				
Not used for material storage or as a step stool				
All nuts, bolts, screws, casters secure				
Have five-leg or fixed base as appropriate				
Has proper casters for the floor cover				
Halls/Exits/Stairs				
Uncluttered and unobstructed				
Boxes, paper and other materials not stored here				
Ensure nothing obstructs access to or interferes with operation of fire safety devices (fire extinguishers and alarms, smoke detectors, etc.)				
No holes or uneven surfaces				
Fire doors are not blocked open or closed				
File cabinets and storage closets arranged so drawers and doors do not open into hallways				
Exits from work areas readily identifiable and accessible at all times				
Evacuation route and assembly point known				
Other				