Departmental inspection form – Office/Classroom

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| Date: | Department: | Building & Room: | |
| Contact Person/Supervisor: | | | Ext: |
| Inspected By: | | | Ext: |

**Record findings as: (√ ) Meets Requirements (X) Action Required (N/A) Not Applicable**

**Use item numbers to comment on reverse side of form for unsatisfactory items, document corrective actions.**

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| |  |  | | --- | --- | | Signs & Labels |  | | 1. First Aid Emergency |  | | 1. Fire/Evacuation |  | | 1. Emergency Procedure |  | | 1. Occupancy – Classrooms (>60) |  | | 1. Emergency Contact List |  | | 1. Phone 911 Label |  | | 1. Hazard Warning Signs |  | | First Aid Kit |  | | 1. Stocked |  | | 1. Accessible |  | | 1. Regularly Inspected |  | | 1. Names of First Aiders posted |  | | 1. AED inspected daily |  | | Fire Extinguishers |  | | 1. Seal Unbroken |  | | 1. Accessible |  | | 1. Proper Type |  | | 1. Regularly Inspected |  | | General |  | | 1. Phone Accessible |  | | 1. WHMIS |  | | 1. SDS Available (current) |  | | Floors and Aisles |  | | 1. Clean |  | | 1. Aisles Clear |  | | 1. Good Condition |  | | 1. Cabinets secured |  | | |  |  | | --- | --- | | Doors and Exits |  | | 1. Accessible |  | | 1. Identified |  | | Lighting |  | | 1. Adequate |  | | 1. Operating Properly |  | | Electrical |  | | 1. Panels Accessible |  | | 1. Wire Condition |  | | 1. Adequate Outlets |  | | 1. Extension Cords temporary use only |  | | 1. C.S.A. or equivalent certification |  | | 1. Electrical panels are covered |  | | 1. GFI’s used in wet areas |  | | 1. Cords anchored/covered |  | | Furniture/Office Equipment | | | 1. Good condition |  | | 1. Properly adjusted |  | | 1. Secure from tipping |  | | 1. Free from sharp edges |  | | 1. Drawers/doors closed when not in use |  | | 1. Ergonomic equipment used properly |  | | |  |  | | --- | --- | | Storage |  | | 1. Materials safely stored |  | | 1. Heavier/common items between knuckle and shoulder height |  | | 1. No overloading of shelves |  | | 1. Step stools/ladders available and in good condition |  | | Environment |  | | 1. Noise levels appropriate |  | | 1. Hazardous materials properly stored and labelled |  | | Training |  | | 1. Mandatory training |  | | 1. Emergency Procedures |  | | Other |  | |  |  | |  |  | |  |  | |  |  | |

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| Contact Person/Supervisor: | | | Ext: |
| Inspected By: | | | Ext: |

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| Action Items and Comments | Recommended Action(s) | Priority\* | Person Responsible | Date Completed |
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**\*High** – Response required within 24 hours - Immediately dangerous to life and health

**Medium** – Response required within 14 days - Potential to cause injury but not immediately dangerous

**Low** – Response required within 14 days – May result in minor or no injury, but should be corrected

**Monitor –** Revisit within 90 days – Compliant, but circumstances may change or deteriorate