Annual Office Inspection

**Ranking: (**OK) Satisfactory (✓) Requires Action (NA) Not Applicable **Month:**  **YR**:

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| **Page 1** | **Ranking** | **Corrective**  **Action** | **Personnel Responsible** | **Date**  **Completed** |
| **Bulletin Boards and Signs** |  |  |  |  |
| Are they clean and readable? |  |  |  |  |
| Is material changed frequently? |  |  |  |  |
| **Floors** |  |  |  |  |
| Is there loose material, debris, worn carpeting? |  |  |  |  |
| Are the floors slippery, or wet? |  |  |  |  |
| **Stairways** **and Aisles** |  |  |  |  |
| Are they clear and un-blocked? |  |  |  |  |
| Are stairways well lighted? |  |  |  |  |
| Are the isles marked and visible? |  |  |  |  |
| **Equipment** |  |  |  |  |
| Are guards, screens and sound dampening devices in place and effective? |  |  |  |  |
| Worn or badly designed chairs? |  |  |  |  |
| Sharp edges on desks and cabinets? |  |  |  |  |
| Crowding? |  |  |  |  |
| Are ladders safe, well maintained and properly affixed? |  |  |  |  |

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| **Page 2** | **Ranking** | **Corrective**  **Action** | **Personnel Responsible** | **Date**  **Completed** |
| **Building** |  |  |  |  |
| Are the following structures built to ensure safety? |  |  |  |  |
| swinging doors |  |  |  |  |
| floor and wall openings |  |  |  |  |
| ladders, stairways and ramps |  |  |  |  |
| are materials stored safely |  |  |  |  |
| **Sanitation** |  |  |  |  |
| Are washrooms and food preparation areas clean? |  |  |  |  |
| Are the following provided adequately? |  |  |  |  |
| Toilets |  |  |  |  |
| showers (if applicable) |  |  |  |  |
| Water |  |  |  |  |
| clothing storage |  |  |  |  |
| change rooms (if applicable) |  |  |  |  |
| Lunchroom |  |  |  |  |
| **Lighting** |  |  |  |  |
| Are lamp reflectors clean? |  |  |  |  |
| Are bulbs missing? |  |  |  |  |
| Are any areas dark? |  |  |  |  |

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| **Page 3** | **Ranking** | **Corrective**  **Action** | **Personnel Responsible** | **Date**  **Completed** |
| **Material Storage** |  |  |  |  |
| Are materials neatly and safely piled? |  |  |  |  |
| Are passageways and work areas clear of obstructions? |  |  |  |  |
| **General** |  |  |  |  |
| Are extension cords used extensively? |  |  |  |  |
| Are electrical or telephone cords exposed in areas where employees walk? |  |  |  |  |
| Are machines properly guarded? |  |  |  |  |
| Is electrical wiring properly concealed? |  |  |  |  |
| Does any equipment have sharp metal projections? |  |  |  |  |
| Are wall and ceiling fixtures fastened securely? |  |  |  |  |
| Is paper and waste properly disposed of? |  |  |  |  |
| Are desk and file drawers kept closed when not in use? |  |  |  |  |
| Are office accessories in secure places? |  |  |  |  |
| Are materials stacked on desk or cabinets? |  |  |  |  |
| Are file cabinet drawers overloaded? |  |  |  |  |
| Are filing stools or wastebaskets placed where they might be tripping hazards? |  |  |  |  |

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Fix ASAP 2. Fix in 24 hours 3. Remove items from service**