

MONTGOMERY COUNTY GOVERNMENT

FACILITY SAFETY INSPECTION CHECKLIST

Building	Date	Inspector
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GENERAL FACILITY EVALUATION

	EXCELLENT	ABOVE AVG.	AVERAGE	FAIR	POOR
A. Housekeeping/Order	_____	_____	_____	_____	_____
B. Fire Protection/Control	_____	_____	_____	_____	_____
C. Life Safety	_____	_____	_____	_____	_____
D. Mech./Elec.	_____	_____	_____	_____	_____
E. Accident Prevention	_____	_____	_____	_____	_____

A. HOUSEKEEPING/ORDER

	YES	NO	COMMENT
1. Is combustible waste removed sufficiently?	í	í	_____
2. Are walkways kept free of obstructions, oil and standing water?	í	í	_____
3. Are the following areas kept free of rubbish, waste paper, old furniture, misc. storage?	í	í	_____
a) Basement, utility, boiler and janitorial rooms?	í	í	_____
b) Elevator control rooms, and pits?	í	í	_____
c) Kitchens?	í	í	_____
d) Offices and public areas?	í	í	_____
e) Loading docks?	í	í	_____
4. Are oily and solvent rags kept in appropriate metal receptacles?	í	í	_____
5. Are all closets free of oily mops and misc. flammable materials?	í	í	_____

B. FIRE PROTECTION AND CONTROL

1. Are fire alarm pull stations unclogged and accessible?	í	í	_____
2. Are smoke detectors operational?	í	í	_____
3. Are all control panels operational?	í	í	_____
4. Are doors to alarm control panels, sprinkler valves, etc., locked?	í	í	_____
5. Is sprinkler system fully pressurized?	í	í	_____
6. Is sprinkler main control valve secured in the open position?	í	í	_____
7. Are all sprinkler heads free of obstruction by high piled storage, partitions or lights?	í	í	_____
8. Are any fire dept. connections/post indicator valves accessible, free from defects and visible?	í	í	_____
9. Are stairwell standpipe fire dept. connections in closed positions, tightly capped and appropriately safety wired?	í	í	_____
10. In standpipe hose closets:			
a) Are hoses dry and in good condition?	í	í	_____
b) Are nozzles on tight and in the closed position?	í	í	_____
c) Are door handles tight and operable?	í	í	_____
11. Are any special automatic fire extinguishing systems properly charged and powered?	í	í	_____
12. Are all portable fire extinguishers fully charged, accessible, and tagged with the inspection record?	í	í	_____
13. Are flammable liquids:			
a) Identified and do they carry appropriate warning labels?	í	í	_____
b) Dispensed from approved safety cans or drums?	í	í	_____
c) Stored in areas that are not confined, away from electrical motors and other ignition sources?	í	í	_____
14. Are all the building's lightning rod system components in order?	í	í	_____

	YES	NO	COMMENT
C. LIFE SAFETY			
1. Are all exit lamps on and glass intact?	í	í	_____
2. Are exit way (corridors, ramps, stairwells) free and unobstructed from all parts of the building?	í	í	_____
3. Are all emergency lighting systems operable?	í	í	_____
4. Are fire doors free from any blockage or obstruction? (wedges)	í	í	_____
5. Are all hardware apparatus (holdbacks, coordinating hardware, special signage) in working order?	í	í	_____
6. Do all stairwell or other fire doors automatically close tightly?	í	í	_____

D. MECHANICAL/ELECTRICAL

1. Are all exposed motors kept clean, and adequately ventilated to reduce overheating?	í	í	_____
2. Are HVAC filters sufficiently clean to assure good ventilation?	í	í	_____
3. Are exposed belts, pulleys and other rotating machinery parts properly segregated and guarded?	í	í	_____
4. On use and storage of compressed gas cylinders:			
a) Are cylinders secured to prevent falling?	í	í	_____
b) Is oxygen separated from flammable gas by at least 20 ft or a fire wall?	í	í	_____
c) Are safety caps in place when cylinders are not in use?	í	í	_____
d) Are contents clearly identified on each cylinder?	í	í	_____
5. Are all guard rails in good repair?	í	í	_____
6. Are doors to all utility rooms locked at all times?	í	í	_____
7. Are work spaces around electrical boxes, circuit breakers and control panels clear and accessible?	í	í	_____
8. Is overloading of electrical circuits with octopus-type extensions avoided?	í	í	_____
9. Are extension cords protected from damage (no cords under rugs or wedged by furniture, pinched by doors or near heat sources)?	í	í	_____
10. Are all wall receptacles and switches covered with plates?	í	í	_____
11. Are the microwave ovens free from any microwave radiation leakage?	í	í	_____

E. ACCIDENT PREVENTION

1. Are walkways kept free of obstructions, oil and standing water?	í	í	_____
2. Is there adequate lighting in undercover areas (parking decks or work areas)?	í	í	_____
3. Are handrails and treads secured on ramps and stairways?	í	í	_____
4. Are "NO SMOKING" areas prominently posted with appropriate safety signage?	í	í	_____
5. Are all first aid kits fully stocked, kept clean and mounted in readily visible locations?	í	í	_____
6. Is personal protective equipment (PPE) supplied, maintained in a sanitary condition and used where necessary? (gloves, safety glasses, etc.)	í	í	_____
7. Are major first aid equipment (gas masks, wheelchairs, stretchers, etc.) in their proper place and maintained?	í	í	_____
8. Are all potentially injurious substances clearly labeled with precautionary (Danger, Warning, Poison, etc.) information?	í	í	_____