

Risk Control: Property Self-Inspection Checklist

To be used for Administration/City Hall/Library/Community Center

| Building Type: Administration City Hall Library Community Center | | | Date: |
|--|-----|------------|-------------------------------|
| Address: | | Inspector: | |
| POTENTIAL HAZARDS AND EXPOSURES TO CONSIDER | Yes | No | CORRECTIVE ACTION ASSIGNED TO |
| Parking lot lights and other exterior lights are working and well lit. | | | |
| Building parking lots, walkways, entrances, ADA ramps, and stairways are free from slip/trip/fall hazards. Warning cones and water-drying equipment are available. | | | |
| Proper sand/ice melt has been applied to areas with poor drainage and ice buildup during the winter months. | | | |
| Exit doors and paths are unobstructed and clearly marked. | | | |
| Aisles/hallways/interior stairs are clear from trip hazards. | | | |
| Weather mats are properly secured and in good condition. | | | |
| Fire extinguishers are inspected and accessible. | | | |
| Dumpsters/trash cans are safely located away from buildings. | | | |
| Space heaters are approved non-exposed-element units with automatic shut-offs. | | | |
| Boiler certificates are posted. | | | |
| Boiler rooms are free from flammable storage and any storage at least 3 feet from equipment. | | | |
| All chemicals are properly stored, contained, and labeled. | | | |
| Chemical storage areas are ventilated and incompatible chemicals are separated. | | | |
| Roof is free from debris, drains are clear and gutters are working properly. | | | |
| Tree limbs, brush, and overgrowth are cut away from the building, walkways, power lines. | | | |
| Electrical cords and power strips at desks are not overloaded. | | | |
| Smoking is restricted to designated safe areas away from buildings. | | | |
| Sprinkler systems are inspected and tested at least annually. | | | |
| Sprinkler heads have at least 18 inches of clearance, including in storage rooms, and no evidence of corrosion. | | | |
| All electrical panels (120 volts to 220 volts) have 3 feet of clearance in front of them. | | | |
| Proper space is maintained below, above, and around life safety equipment. | | | |
| Smoke alarms and emergency lighting have been tested and work. | | | |
| There are no obvious signs of leaks or water penetration from the roof or plumbing, such as stained ceiling tiles. | | | |
| Hand sanitizer stations are not leaking and causing slip/fall hazards. | | | |
| Temperature alarms, if needed, are present and working. | | | |
| Plants, books, and other materials are kept off univents. | | | |
| Doors that are not open to the public are properly secured. | | | |
| Wall coverings are within acceptable limits as required by the fire department. | | | |

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