

Risk Control: Property Self-Inspection Checklist

To be used for Police Departments

| Building Type: Police Department | | 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. | | | |
| Fuel cans are stored in approved flammable storage cabinet. | | | |
| Smoke alarms and emergency lighting have been tested and work. | | | |
| Ammunition storage area is properly secured. | | | |
| Sidearm lockers used during bookings or entry into the detention area work properly and locker keys are provided. | | | |
| The sally port area is clear from trip hazards or items that could be used as a weapon. | | | |
| Detention cells are clean, inspected for use, and free from all hazards that could injure a detainee. | | | |
| Evidence storage is properly secured, and all access is logged. | | | |
| CCTV cameras and video storage work properly. | | | |
| Parts cleaner is serviced with lead link on lid. | | | |

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