

# Risk Control: Property Self-Inspection Checklist

To be used for Public Works / Water / Sewer / Fleet Maintenance

Building Type: Public Works Water Sewer Fleet Maintenance		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.			
Boiler certificates are posted.			
Boiler rooms are free from flammable storage and any storage at least 3 feet from equipment.			
Tree limbs, brush, and overgrowth are cut away from the building, walkways, power lines.			
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.			
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.			
Extension cords are safely insulated.			
Extension cords are not used as permanent wiring.			
Soiled rags are kept in a self-closing metal can.			
Overhead hoists are in good condition and have been inspected.			
Safe working load is posted on the hoist and beam.			
Compressed gas cylinders are capped, secured, and properly labeled.			
Spent oil is stored in proper containment away from fire hazards.			
Parts cleaner is serviced with lead link on lid.			
Fuel cans are stored in approved flammable storage cabinet.			

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