



CSULB IIPP OFFICE INSPECTION CHECKLIST – Physical Inspection

Location _____ Date _____ Phone _____

Supervisor _____ Department _____

Inspector _____ Job Title _____

General Safety

- Yes No N/A 1. Are the CAL/OSHA information poster, Workman's Compensation information and a current Cal-OSHA Form 300A "Annual Summary of Work-Related Injuries and Illnesses" conspicuously posted?
- Yes No N/A 2. Are exits, fire alarms, pull boxes and sprinklers clear marked and unobstructed?
- Yes No N/A 3. Are hazardous materials (e.g. bleach, drain cleaners, rubbing alcohols, paint removers, etc.) stored onsite? If so, are they stored appropriately (e.g. intact containers, lids screwed on tightly, no evidence of a release, etc.)?
- Yes No N/A 4. Are aisles and corridors unobstructed to allow unimpeded evacuations?
- Yes No N/A 5. Is a clearly identified, unobstructed, charged, currently inspected (within one year) and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas?
- Yes No N/A 6. Is a fully-stocked first-aid kit available?
- Yes No N/A 7. Are file cabinets, shelves and furniture over five feet tall secured to prevent tipping during an earthquake?
- Yes No N/A 8. Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on occupants during earthquakes?
- Yes No N/A 9. Is the office kept clear of trash? Is basic housekeeping maintained?
- Yes No N/A 10. Are hazardous materials (e.g. bleach, rubbing alcohols, paint removers, liquid fuels, etc.) stored onsite? If so, are they stored in a safe manner (e.g. in secondary containment basins, away from heating sources, etc.)?
- Yes No N/A 11. Where paper cutters are observed, is there a blade guard in place?
- Yes No N/A 12. Are all desk and file drawers not in use closed securely?

Yes No N/A 13. Are fire doors fully closed and not propped open?

Yes No N/A 15. Are there odors or visual indications of mold? Areas of unabated water damage? Liquids on floors or carpeting?

Electrical Safety

Yes No N/A 12. Are plugs, cords, electrical panels and receptacles in good condition? Are there exposed conductors or damaged insulation?

Yes No N/A 13. Are circuit breaker panels accessible and labeled?

Yes No N/A 14. Are large appliances plugged directly into a wall outlet? Are power strips/surge protector being used in lieu of receptacle adaptors?

Yes No N/A 15. Is lighting adequate throughout the work environment?

Yes No N/A 16. Are extension cords being used correctly? Extension cords are for temporary use only and must not run through walls, doors, or ceilings. They must not present a trip hazard if run through aisles, corridors or walkways.

Yes No N/A 17. Are portable heaters being used? If so, is it an authorized heater approved by BBS?

Additional description/notes: