

SUNY UPSTATE MEDICAL UNIVERSITY  
PERSONAL SAFETY COMMITTEE  
BUILDING SAFETY INSPECTION REPORT

DATE OF INSPECTION \_\_\_\_\_

LOCATION: \_\_\_\_\_

1. STAIRS, FLOORS, WALLS AND CEILINGS

- a. Are stairs and treads secure and in good condition?
- b. Are handrails complete and in good condition?
- c. Is lighting adequate?
- d. Are floor surfaces free from slipperiness, protrusions, nails, splinters and curled carpet edges?
- e. Are ceiling tiles missing or in need of replacement?
- f. Are walls in corridors free from combustible items?
- g. Are walls clean and in good condition and free from obstructions, protrusions and holes?
- h. Are extension cords in use or crossing walkways?
- i. Are fluorescent light fixtures equipped with shields or clamps to prevent tubes from falling?

2. ELECTRICAL CLOSETS, PANELS AND TELEPHONE CLOSETS

- a. Are electric closets secure and locks in good working order?
- b. Are telephone closets secure and locks in good working order?
- c. Are panels accessible and in good condition?
- d. Are any inflammable materials stored therein?

3. FIRE SAFETY

- a. Are all fire fighting appliances and fire exits accessible and unobstructed?
- b. Are extinguishers appropriate for types of fire most likely to occur in area?
- c. Have fire extinguishers been checked within the last month?
- d. Is the area free of excess flammable waste/rubbish?
- e. Are materials piled or stored in a safe manner?
- f. Are fire exits clearly marked and free from obstructions?
- g. Are electrical outlets in good condition and free from overloading?
- h. Are standpipe hoses in good condition and the nozzle attached?
- i. Are standpipes accessible, well marked and doors easy to open?
- j. Are evacuation routes posted in prominent locations?
- k. If there are trash containers...
  - Are they nonflammable?

- Are they not overfilled?
- Are the lids on properly?

4. BATHROOM

- a. Is the bathroom/shower facility clean, free of material, unstained?
- b. If there is a plug in the sink area, is it a GFI outlet?
- c. Is there an operable soap dispenser, paper towels, and a trash receptacle located at each sink?
- d. Is the sink clean and in good repair?
- e. Can personnel identify safe work practices in respect to areas where there is risk of occupational exposure?
- f. Are grab bars in bathrooms securely attached to the wall and located appropriately?

LIST ANY UNSAFE CONDITIONS OBSERVED:

LIST ANY RECOMMENDATIONS YOU MIGHT HAVE FOR IMPROVEMENT(S).