

FORT DETRICK  
Office Inspection Checklist

Facility \_\_\_\_\_ Area \_\_\_\_\_  
Inspector \_\_\_\_\_ Date \_\_\_\_\_

- |   | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 1. Are aisles, doorways, and corners free from obstructions to permit visibility and movement?                                  | _____      | _____     |
| 2. Are file cabinets and storage closets arranged so that drawers and doors do not open in walkways?                            | _____      | _____     |
| 3. Do chairs have any loose casters?  | _____      | _____     |
| 4. Are all rungs and legs sturdy?   | _____      | _____     |
| 5. Are there any sharp edges, points, burrs, or splinters on furniture?   | _____      | _____     |
| 6. Is office overly furnished?  | _____      | _____     |
| 7. Are all electrical appliances and equipment properly grounded or double insulated?   | _____      | _____     |
| 8. Are all belts, wheels, fans, and other moving parts adequately guarded?  | _____      | _____     |
| 9. Is all electrical equipment in good working condition?   | _____      | _____     |
| 10. Are phone lines, electric cords, and extension wires secured under desks or alongside baseboards?                           | _____      | _____     |
| 11. When cords do run into walkways, are they covered by runners?   | _____      | _____     |
| 12. Can building's electrical circuit system handle items such as coffee makers, space heaters, radios, or other items used?    | _____      | _____     |
| 13. Are all tools in their proper place, not lying around?  | _____      | _____     |
| 14. Do sharp tools such as scissors and razor blades have safe storage covers or adequate storage place to insure safe removal? | _____      | _____     |

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|---|-----|-----|
| 15. Are desk cluttered by extra books, file boxes, or dividers?   | ___ | ___ |
| 16. Is there a storage place within desk for materials such as cleaning fluids, correcting fluids and glue if used at desk? | ___ | ___ |
| 17. Are materials stored in plastic or metal containers, when possible, with tight-fitting lids?                            | ___ | ___ |
| 18. Within storage cabinets, are heavy items stored in lower and middle shelves?  | ___ | ___ |
| 19. Are bottled materials within easy reach?  | ___ | ___ |
| 20. Are small, loose items boxed and labeled?   | ___ | ___ |
| 21. Are floor surfaces:   |     |     |
| clean?  | ___ | ___ |
| dry?  | ___ | ___ |
| level?  | ___ | ___ |
| free of debris or tools?  | ___ | ___ |
| 22. Are carpets:  |     |     |
| well secured to the floor?  | ___ | ___ |
| free of worn or frayed seams?   | ___ | ___ |
| 23. Are all emergency exits clearly marked and visible?   | ___ | ___ |
| 24. Are emergency exits adequately lighted and free of debris?  | ___ | ___ |
| 25. Is there adequate walking space approaching exits?  | ___ | ___ |
| 26. Does everyone know where emergency exits are and how to reach them?   | ___ | ___ |
| 27. Are stairways in good condition and covered with skid-resistant materials?  | ___ | ___ |
| 28. Where stairs are carpeted, is the carpeting well secured?   | ___ | ___ |
| 29. If one or two steps adjoin different levels, are they easy to see?  | ___ | ___ |
| 30. Are there any markers or arrows?  | ___ | ___ |
| 31. Do stools have rollers or casters that make them unsafe?  | ___ | ___ |

- 32. Is office equipped with a stepstool or ladder so that high objects can be reached safely?      \_\_\_\_\_      \_\_\_\_\_
- 33. Are personnel familiar with the correct way to use ladders?      \_\_\_\_\_      \_\_\_\_\_
- 34. In smoking areas, are sturdy ashtrays used?      \_\_\_\_\_      \_\_\_\_\_
- 35. Do personnel know where fire extinguishers are and how to use them?      \_\_\_\_\_      \_\_\_\_\_
- 36. Do personnel know where fire alarms are and whether or not they call the fire department?      \_\_\_\_\_      \_\_\_\_\_
- 37. Are personnel familiar with fire evacuation procedures for the building and what to do in case of fire in their work area?      \_\_\_\_\_      \_\_\_\_\_
- 38. Do personnel know how to call for ambulance service?      \_\_\_\_\_      \_\_\_\_\_
- 39. Are computer monitors and keyboards aligned to prevent neck strain?      \_\_\_\_\_      \_\_\_\_\_
- 40. Are personnel provided adjustable keyboard tray and chairs?      \_\_\_\_\_      \_\_\_\_\_

Comments:

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