Department of Environmental Health & Safety

GENERAL SAFETY SURVEY

All offices, classrooms, and other similar spaces must be inspected periodically. For each item, check **Y**es, **N**o, or **N/A**. Retain all documentation regarding inspections, including findings and corrective actions taken for any "No" responses, for a minimum of 3 years.

Individual occupants *and* their departments are responsible for tracking and/or correcting deficiencies identified in their area of responsibility. Building deficiencies such as repairs to doors, walls, etc., are to be submitted on-line to FMS, via "Request Service" (iServiceDesk).

Please provide a copy of the inspection form to EHS indicating the corrective action taken for each item marked "**N**o", with the exception of items submitted to FMS via the work order system. Work order numbers including the item number they refer should be listed in the comment section of this form.

Building & Room:	**Inspected by:**
Department/Area Supervisor:	**Date:**

Y	N	N/A	GENERAL SAFETY & FIRE SAFETY
			1. Is the area around fire extinguishers, fire pull alarms, and in front of electrical panels kept clear?
			2. Is combustible storage kept 24" below ceiling? 18" below sprinkler deflector if sprinklers are present?
			3. Are exit doors and exit door access areas clear of obstructions? Are self-closing fire doors closed (except when room is in use)? Are doors opening and closing properly?
			4. Are walkways and floors clear of debris and other trip hazards? (e.g., equipment cords, boxes, papers, etc.)
			5. Are equipment power cords in good shape, with no exposed wiring, and plugs secure?
			6. Are power strips equipped with overcurrent protection, lying flat or secured to furniture or wall and not daisy chained (plugged into one another)?
			7. Are extension cords being used as permanent power supply? (Not permitted)
			8. Are cords running through doorways, walls, or under rugs? If so, remove and reconfigure.
			9. Housekeeping: Is the area free of excessive amounts of combustible materials such as paper, cardboard, etc.? Is the area organized and reasonably clean and free of debris?
			10. Have building deficiencies such as missing electrical cover plates, holes in walls, or other similar items been reported to FMS via a work order request? Note: Immediate hazards and life safety dangers warrant telephone notification to FMS or EHS.
			RECOMMENDATIONS
			11. Emergency Preparedness: Is a copy of the University Emergency Response Guide Posted and has been reviewed by all employees? (Online- Go to CSU Chico, Emergency Preparedness Page)
			12. Are employees aware of the Emergency Assembly Point for the building? (Online – Go to CSU Chico, Emergency Preparedness Page)
			13. If area has a first aid kit, has it been checked and restocked if needed?
			14. Earthquake Safety: Secure tall bookcases and equipment to walls or anchor to floors. (Contact FMS; on-line use "Request Service" - iServiceDesk)

Comments (use back side of form as necessary)

Please contact the Department of Environmental Health and Safety at 898-5126 if you have any questions regarding this form or safety regulations and requirements.