

Department of Environmental Health & Safety
Mechanical & Electrical Space Safety Survey



All mechanical/electrical spaces should be inspected at least annually. For each item, check **Yes**, **No**, or **N/A**. Retain documentation related to inspections, including findings and corrective actions for a minimum of 3 years. Please provide a copy of the inspection form to EHS including corrective actions taken. Work order numbers including the item number they refer to can be listed in the comment section of page 2.

Date:	Building & Room #:	Inspected by:
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Y	N	N/A	FIRE SAFETY and GENERAL CONDITIONS
			1. Are fire extinguishers and fire pulls accessible?
			2. Are fire extinguishers being inspected monthly?
			3. Is the area in front of electrical panels clear? (30" x 36" x 72" min)
			4. Is 18" of clearance present below sprinkler heads? (24" required in non-sprinklered areas)
			5. Are stairs, exit doors and exit door access areas clear of obstructions? Do all doors open and closing properly?
			6. Are walkways and floors clear of debris and other trip hazards? (e.g., equipment cords, boxes, papers, etc.)
			7. Are all holes in floor larger than 2" in diameter covered to prevent falls?
			8. Are areas of low overhead clearance (under 6 ft.) marked with warning signs and padded if needed?
			9. Are extension cords being used as permanent power supply? (90 day use is maximum)
			10. Are extension cords running through doorways or walls? If so, remove and reconfigure.
			11. Do all lights work properly?
			12. Is the space free of combustible storage?
			13. Are there missing electrical cover plates, open conduit with exposed wires, holes in rated walls, or other structural deficiencies?
			14. Is food or drink present?
Y	N	N/A	EQUIPMENT SAFETY
			15. Is Lockout/Tagout appropriate to conditions? Do LOTO tags have the date, name of person, and type of hazard described? Are tags secured properly? Are locks present when needed?
			16. Does equipment that starts automatically have guards and warning signs present?
			17. Does equipment have appropriate guards at moving parts such as pulleys, shafts, etc.?
			18. Are equipment power supply cords in good shape and grounded as needed? No splicing permitted.
			19. Is PPE such as safety glasses, gloves, dust masks, etc. readily available and in good condition?
Y	N	N/A	HAZARDOUS MATERIALS & WASTES
			20. Are Safety Data Sheets (SDS) readily available for all hazardous materials?
			21. Are all containers, including non-hazardous chemicals and wastes, properly labeled in accordance with HazCom standards?. (Note: Abbreviations or formulas are not adequate.)
			22. Are incompatible materials properly segregated- e.g., corrosives / oxidizers? (See product SDS for list of incompatible chemicals).
			23. Are chemical and waste containers in good condition and kept closed when not in use?
			24. If present, are eyewash stations and/or drench showers unobstructed?
Y	N	N/A	COMPRESSED GASES
			25. Are cylinders > 26" tall secured to a rigid structure at 1/3 and 2/3 height with metal chains or sturdy straps? Maximum of two cylinders per restraint and one restraint per cylinder <26"?
			26. Are cylinder valves closed and valve caps in place when not in use? Are valves and threads periodically checked for wear/damage/leaks?

Continued.....

Comments

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. Thank-you for contributing to campus safety.