

JOINT LOSS GENERAL BUILDING CHECKLIST

DATE: _____ NAME OF WHO IS COMPLETING CHECKLIST: _____

BOILER / ELECTRICAL / MECHANICAL ROOMS:	YES	NO	N/A		COMMENTS
1. Are the doors shut and locked when not in use?					
2. Are all chemical containers clearly labeled with the name of the chemical and any warnings?					
3. Is the room clean and orderly and not used for storage of non-essential materials and items? (Holiday decorations, spare or old books, etc.)					
4. Are the floors free of standing water or liquids?					
5. Are electrical panels and breaker boxes clear of obstructions?					
6. Are electrical boxes, switches and receptacles covered?					
7. Are 3' clearances maintained front and side of all electrical transformers and electrical panels?					
OFFICES/CLASSROOMS:	YES	NO	N/A		COMMENTS
1. Are all exit doors unobstructed for quick and easy evacuation in emergency situations?					
2. Do floors have cords, books, debris or other trip hazards?					
3. Are chairs, seats, desks and lockers hazard free?					
4. Are windows free of breaks and cracks?					
5. Are closets and storage rooms clean and orderly?					
6. Are rooms neat and clean? (Trash removed, no evidence of structural rot / pests, etc.)					
7. Is all fabric and stuffed furniture fire rated?					
ENTRANCES/EXITS:	YES	NO	N/A		COMMENTS
1. Is the entrance well lit?					
2. Are floor mats provided on the inside of all entrances?					
3. Are floor mats maintained in such a manner as to prevent tripping?					
4. Are steps in good condition with no broken or loose steps?					
5. Is a handrail installed and is it firmly attached?					
6. Is there a sign directing all visitors to sign in at the office when entering the facility / building / school?					
7. Are exits properly marked?					
8. Do all exit doors open outwards with the path of egress?					
9. Are exit doors chained or padlocked when employees and/or children located in the building? (Chaining or padlocking an emergency exit door with employees or children in a facility or school is a fire code violation.)					
10. Do all exit doors open freely and provide an unobstructed path to an outside public area?					
11. Are exit paths marked and maintained free of debris and other items that can block or partially block the exit? There must be a minimum width of 22 inches for all exit paths and doors.					
12. Are glass side panels marked to distinguish them from glass doors?					
GYMNASIUMS (If applicable):	YES	NO	N/A		COMMENTS
1. Are the bleachers in good condition and provided with guardrails if greater than 4 feet from the ground elevations?					
2. Are lights protected from glass breakage?					
3. Is the floor in good condition?					
4. Are all exits properly marked and maintained?					
5. Are there mats behind the basketball goals and in other areas where students can run into or fall from heights (ropes, balance beams, parallel bars, etc.)?					
6. Are locker rooms and shower facilities kept clean and free of standing water?					
HALLWAYS:	YES	NO	N/A		COMMENTS
1. Are all hallways and entrances to rooms well lit?					
2. Are all areas clean and free of loose materials and debris that could create a tripping hazard?					
3. Are all areas free of tripping hazards (cords, boxes, furniture, etc)					
4. Are the flooring materials in good condition? (No loose or broken tiles / boards; torn, wrinkled or bunched up carpets.)					
5. Are lockers, cabinets, display cases, and other items securely mounted to the wall or floors?					
6. Are fire doors not blocked open (if applicable to include classroom doors)?					
7. Are fire extinguishers and fire alarm pull boxes, properly identified, accessible, and securely mounted?					
MACHINE GUARDING	YES	NO	N/A		COMMENTS
1. Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing?					
2. Is there a power shut-off switch within reach of the operator's station?					
3. Can all power sources to each machine be locked out for safe maintenance or set-up?					
4. Are foot-operated switches guarded or arranged to prevent accidental operation from personnel or falling objects?					
5. Are all emergency stop buttons colored red?					
6. Are all pulleys and belts within 7' of the floor properly guarded?					
7. Are all moving chains and gears guarded?					
8. Are machine guards secure and arranged so that they do not pose a hazard by their use?					
MEDICAL AND FIRST AID:	YES	NO	N/A		COMMENTS
1. Are means provided for a quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?					
2. AED location(s) available?					
3. First aid kits stocked and available?					
MISCELLANEOUS:	YES	NO	N/A		COMMENTS
1. Are lockers in good condition and secured to the floor or wall without sharp projections?					
2. Is the playground equipment in good condition (elementary)?					
3. Are traffic controls adequate on school grounds?					
4. Are stage areas in good repair, e.g., safeties on winches, wire ropes to hold screens, safety chains on lights, screens, etc., as needed?					
OFFICE AREAS:	YES	NO	N/A		COMMENTS
1. Are electrical cords covered or secured to prevent a tripping hazard?					
2. Are file cabinets, shelves, partitions properly secured and free of loose items lying on top of them?					
RESTROOMS:	YES	NO	N/A		COMMENTS
1. Are floors clean and dry to prevent slips and falls?					
2. Are toilets, urinals, & sinks secured firmly as designed?					
3. Is the restroom well lit?					
4. Are the restrooms maintained in a clean and sanitary manner?					
STAIRS AND STAIRWAYS:	YES	NO	N/A		COMMENTS
1. Are stairs and stairways well lit?					
2. Are stairs free of clutter and trash and debris that could create a slip / trip / fall condition?					
3. Are the stairs in good condition with no broken steps, damaged or excessively worn runners?					
4. For exterior steps are they covered with a non-slip coating or tread to prevent slips during wet or inclement weather?					

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5. Are handrails installed securely and in good condition?					COMMENTS
6. For stairs and landings greater than 4 feet in height - Is a guardrail system in place? (A 42" tall guardrail consists of a top rail, mid-rail, and toe board to prevent falls from heights.)					
STORAGE / CUSTODIAN / CLOSETS:					
1. Are the doors shut and locked when not in use?	YES	NO	N/A		
2. Are all chemical containers clearly labeled with the name of the chemical and any warnings?					
3. Are items stored neat and orderly?					
4. Are the floors free of standing water or liquids?					
5. Are extension cords and power cords on equipment in good repair?					
6. Are heavy items stored on floor or bottom shelves?					
7. Are shelves adequate for intended load and fastened to wall?					
8. Is proper ventilation provided for toxic vapors, e.g. solder, paint, emissions, dust, etc.?					
9. Are chemicals clearly labeled?					
10. Are chemicals compatibly stored?					
11. Are large containers of acids stored together on bottom shelves or in acid storage cabinets/closets?					
12. Is the ventilation adequate for work performance?					
13. Are protective goggles or face shields provided and worn where there is a danger of flying particles or corrosive materials?					
14. Is there at least 18" of clearance around fire sprinkler heads?					

ADDITIONAL INFORMATION OR COMMENTS? PLEASE WRITE BELOW: