

Sort Order	Checklist Question	Findings Template	Corrective Action Template	Days To Correct
<b>Electrical Safety</b>				
<b>0</b>	<b><i>Extension cord is used as permanent wiring. (Maximum use is 90 days for temporary lighting.)</i></b>			<b>30</b>
	Electrical extension cords are not used as a permanent means of wiring.	Relocate equipment closer to building receptacle. Replace extension cord with a single UL listed relocatable power tap. Place a work request to have a receptacle installed where it is needed.		
<b>1</b>	<b><i>1. Electrical cord is located through a wall / ceiling opening</i></b> <b><i>2. Electrical cord is located through a doorway</i></b>			<b>30</b>
	Electrical cords do not extend through wall and ceiling penetrations or through doorways	1. Remove the electrical cord from wall / ceiling penetration 2. Remove the electrical cord from the doorway opening.		
<b>2</b>	<b><i>GFCI not present where required.</i></b>			<b>30</b>
	GFCIs are used within 6' of water, outdoors, or in wet environments.	Place work request for GFCI protection.		
<b>3</b>	<b><i>Extension cords/plug strips are connected in series (daisy chain)</i></b>			<b>30</b>
	Extension cords and multiplug strips are properly used. (No daisy chain).	1. Relocate equipment to a location near an existing electrical receptacle 2. Install a new circuit/receptacle. If at UP contact Office of Physical Plant. If at CWC contact Maintenance Dept.		
<b>4</b>	<b><i>There is visible damage to the electrical cord.</i></b>			<b>0</b>
	Electrical cords are in good condition	SELECT OPTION 1 OR 2 depending on issue. 1. Discard damaged cord and replace with new. 2. Contact qualified person if a repair to an equipment cord can be completed. If at UP, contact Physical Plant. If at CWC, contact maintenance Department.		
<b>5</b>	<b><i>Electrical device is not properly enclosed/covered.</i></b>			<b>30</b>
	All electrical junction boxes, receptacles, switches, disconnect boxes, and knockouts are securely covered.	Repair / replace missing or damaged item. If at UP contact Office of Physical Plant, If at CWC contact Maintenance Dept.		
<b>6</b>	<b><i>Electrical panels obstructed.</i></b>			<b>30</b>
	Circuit breaker panels and emergency shut-offs are unobstructed and labeled	Notify person responsible for the area/district and have them remove the obstructions.		

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7	<b><i>Electrical panels are not closed and/or locked to prevent unauthorized access.</i></b> Electrical panels are closed and locked.	Electrical panels are closed and locked to prevent unauthorized access.	30
8	<b><i>Electrical equipment that may require servicing or maintenance is not accessible and/or has working clearance obstructed.</i></b> Electrical panels are accessible.	Remove obstructions and ensure a working clearance (36" in front of equipment).	30
<b>Means of Egress</b>			
9	<b><i>Existing condition of walking surface poses a slip, trip, fall hazard.</i></b> Interior walking surfaces including stairways are clear of slip, trip and fall hazards.	Initiate corrective action to remove hazard.	30
10	<b><i>Low clearances not clearly marked.</i></b> Low clearance areas are clearly marked that are unable to be relocated and under 6'	Submit a detailed work order to have overhead hazards clearly marked with high-vis paint or other high-vis materials.	30
11	<b><i>Clear paths of egress are blocked obstructing egress in the event of an emergency.</i></b> Clear paths of egress are maintained (i.e. exit access and discharge also public corridors and hallways).	Remove obstructions to facilitate egress in the event of an emergency.	30
<b>Walking and Working Surfaces</b>			
12	<b><i>Floor openings are not properly guarded or covered.</i></b> Floor openings, > 2", are properly guarded (i.e. Drains, pits, etc.)	1. Notify area/district supervisor of the issue. 2. Submit a detailed work order describing the work to be completed.	30
13	Wall openings (including chutes and chases) are properly guarded.		
14	<b><i>Catwalks are not equipped with railings and toe boards.</i></b> Catwalks are equipped with railings and toe boards	Submit detailed work order to have railing and/or toe board installed where required.	30

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<b>Walking and Working Surfaces</b>			
15	<b><i>Grating on cat walks is not properly secured.</i></b>  Deck boards and grating on catwalks or elevated surfaces are properly secured.	Submit a detailed work order to have the grating securement issues corrected.	30
<b>Chemical Safety and Storage</b>			
16	<b><i>Chemical containers and cylinders are not clearly labeled as to their contents and hazards.1. The original container is that which comes from the manufacturer.2. The Secondary Container is that in which the contents from the original manufacturer's cont</i></b>  Are all chemical containers and cylinders clearly labeled as to their contents and hazards?	1. Contact vendor/etc for new manufacturer's label.2. Use a blank HMIS/GHS label to describe content and hazards.	30
17	<b><i>Secondary container is not compatible with the chemical.</i></b>  Are secondary containers (container that is not the original manufacturer's container) used to store chemicals compatible with the chemical?	Transfer contents to an appropriate secondary container that is compatible with the chemical.	30
18	<b><i>Secondary containment is required for all containers equal to or greater then 55 gallons.</i></b>  Chemicals are stored on secondary containment where applicable	Submit a detailed work order indicating what size and where the secondary containment is needed.	30
<b>Occupational Health</b>			
19	Emergency safety shower and/or eye wash stations are present in this space		
20	<b><i>Showers/eye wash stations are not easily accessible (blocked).3 feet of clearance is needed in front and 30 inches on each side (measured from the center of the unit).</i></b>  Are showers/eye wash stations easily accessible (not blocked)?	Permanently relocate materials/equipment that are blocking the shower/eye wash.	30
21	<b><i>Eyewash stations are not tested weekly.</i></b>  Are eye wash stations tested weekly?	1. Implement a weekly testing schedule.2. Post the weekly inspection form near the shower/eye wash.	30

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<b>Ladder Safety</b>				
22		Ladders (fixed or mobile) are used / stored in this space		
23	<b><i>Ladders are not inspected.</i></b>	Ladders are in good condition and inspected (Inspection sticker present)	Notify area/district supervisor of locations where ladders are in need of inspection and completed inspection tag.	<b>30</b>
24	<b><i>No self-closing swing gates observed.</i></b>	Self-closing swing gates are installed	N/A	<b>30</b>
25	<b><i>Rungs are not slip-resistant.</i></b>	Ladder rungs are slip resistant	Submit a detailed work order indicating the exact location of rungs needing covered with slip resistant material.	<b>30</b>
26	<b><i>Ladder rungs are not a minimum of 7" away from wall or other obstructions.</i></b>	Ladder rungs are at least 7" away from the wall or other obstructions	Notify and work with area supervisor to come up with a solution to relocate or remove obstructions within 7' of latter rungs.	<b>30</b>
27	<b><i>Guardrails, where applicable, are not provided within 6' of either side of the landing.</i></b>	Guardrails are provided at least 6' on either side of the landing	Notify and work with area supervisor to correct issue and have guardrails installed.	<b>30</b>
28	<b><i>Ladder over 24' does not have an appropriate climbing device installed</i></b>	Fixed ladders over 24' in height have an appropriate fall protection ladder safety system	Notify and work with area supervisor to correct issue and have climbing device installed.	<b>30</b>
<b>Machine Shop and Machine Guarding</b>				
29	<b><i>Rotating/moving parts not properly guarded.</i></b>	Rotating or moving parts (chains, belts, etc.) are properly guarded	Notify area supervisor and work together on the proper guarding to be installed to mitigate hazard.	<b>30</b>
30	<b><i>Machine guards not properly secured and present additional hazard.</i></b>	Machine guards are secure and do not present a hazard in their use	Notify area supervisor and work together on the proper guarding to be installed to mitigate hazard.	<b>30</b>

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<b>Lockout/Tagout</b>				
<b>31</b>	<b><i>LOTO procedures not present or posted.</i></b>			<b>30</b>
	Equipment specific LOTO procedures are posted		Work with area management to have LOTO procedure created and posted.	
<b>32</b>	<b><i>LOTO devices are left in place from previous work.</i></b>			<b>32</b>
	LOTO devices have been removed from previous work		Work with area management to determine who the equipment belongs to and why it was left in place.	
<b>General Safety and Housekeeping</b>				
<b>33</b>	<b><i>Area is not properly illuminated.</i></b>			<b>30</b>
	The area is properly illuminated		Submit a detailed work order for light replacement or new light installation in necessary areas.	
<b>34</b>	<b><i>Noise levels are not within acceptable levels.</i></b>			
	Noise levels are within acceptable limits or marked as Hearing Protection Required		Required hearing protection in the specific area and post signage indicating the requirement.	
<b>35</b>	<b><i>Area unorganized and in need of clean up.</i></b>			<b>30</b>
	Are areas clean, organized and kept orderly? (Garbage disposed of properly, excessive material, etc.)		Notify district supervisor so they can reorganize as necessary.	
<b>36</b>	<b><i>Trash receptacles are not placed in their designated space.</i></b>			<b>30</b>
	Trash receptacles are placed in their designated areas		Relocate trash receptacles to their designated, marked location.	
<b>37</b>	<b><i>Work area is not properly vented.</i></b>			<b>30</b>
	Does ventilation appear to have adequate flow (no excessive vapors/fumes/dust accumulation)?	n/a		
<b>38</b>	<b><i>Temperature and humidity do not seem to be within acceptable range.</i></b>			<b>30</b>
	Temperature and humidity are within acceptable range		Work with area management to determine the cause that can then be addressed through the work order process.	
<b>39</b>	<b><i>Area is free of visible fungi/mold</i></b>			<b>30</b>
	Area is free of visible fungi/mold		Consult with EHS to determine mitigation steps.	

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<b>General Safety and Housekeeping</b>				
40	<b><i>Excess building materials are stored in mechanical spaces where not permitted.</i></b>			30
	Excess building materials are stored in an organized manner and properly labeled	Submit a detailed work order for labor crew to remove stored building materials from mechanical space.		
41	<b><i>Physical hazards do exist.</i></b>			30
	There are no obvious physical hazards that may affect the employees on site (exposed wiring, loose fittings, damaged walkways, etc.)	Add specific corrective action depending on specific finding.		
42	<b><i>Stability concern for stored containers.</i></b>			30
	Containers are stored, stacked and secured and of limited height for proper stability	Add specific corrective action depending on specific finding.		
<b>Fire Suppression Systems</b>				
43	<b><i>1. Dirty sprinkler head - visible dirt etc. on the sprinkler head.2. Visible damage to the sprinkler head.3. There is visible paint on the sprinkler head.4. Sprinkler head is covered (bagged or taped).</i></b>			30
	Visible sprinkler heads are maintained in operable condition.	1. Initiate touchless cleaning of sprinkler head with sprinkler technicians.2.Initiate replacement of damaged sprinkler head.with sprinkler technicians.3 Initiate replacement of painted sprinkler head with sprinkler technicians.4.Immediately remove cov		
44	<b><i>18" clearance between sprinkler head and materials is not provided.</i></b>			30
	A minimum of 18 inches of clearance is provided below sprinkler heads to materials throughout the space.	Relocate materials to provide 18" clearance.		
<b>Portable Fire Extinguishers</b>				
45	<b><i>Fire extinguisher is not visible, unobstructed, inspected, in good condition, mounted on the wall or located in approved cabinet; missing or outdated inspection tag;</i></b>			30
	Fire extinguishers are visible, unobstructed, inspected, and in good condition.	Move items blocking extinguisher; have fire extinguisher mounted to wall or in cabinet; have fire extinguisher serviced; have fire extinguisher inspected;		
46	<b><i>Fire extinguisher is not properly charged (in green) or visibly damaged.</i></b>			0
	Fire extinguishers are maintained in good condition and properly charged	Replace / service fire extinguisher.		

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<b>Portable Fire Extinguishers</b>				
<b>47</b>	<b><i>Fire extinguisher is not mounted on the wall or located in cabinet.</i></b>			<b>30</b>
	Fire extinguishers are securely mounted to the wall or located in a fire extinguisher cabinet.	Mount fire extinguisher on wall at approved height. Maximum 5 ft. to top of handle for extinguisher weighing < 30 pounds. Maximum 3 ft. to top of handle for extinguisher > 30 pounds.		
<b>48</b>	<b><i>Fire extinguisher has not been properly inspected within required time frame.</i></b>			<b>30</b>
	Fire extinguishers with current inspection tag and seal.	At University Park, contact Office of Physical Plant to have PFE inspected. At CWC, contact maintenance department to have PFE inspected.		
<b>Janitorial</b>				
<b>49</b>	<b><i>Janitorial equipment is stored in the mechanical room.</i></b>			<b>30</b>
	Janitorial equipment is stored in this space	Ensure that the janitorial equipment is neatly stored within OPP Save Space boundaries.		
<b>50</b>	<b><i>Janitorial equipment is stored in the mechanical room.</i></b>			<b>33</b>
	Janitorial equipment is neatly stored within its designated space	Ensure that the janitorial equipment is neatly stored within OPP Save Space boundaries.		
<b>51</b>	<b><i>Bottles incorrectly labeled and caps missing.</i></b>			<b>30</b>
	Products are properly labeled, in correct bottles and stored with caps on	Contact district supervisor to have them address concerns with responsible people in the district.		
<b>52</b>	<b><i>Unit is not securely mounted.</i></b>			<b>30</b>
	Product dispensing units are securely mounted	Submit a detailed work order explaining the work that is to be completed.		
<b>53</b>	<b><i>Unit is not disconnected from water source while not in use.</i></b>			
	Product dispensing units are disconnected from water supply	1. Disconnect unit from water supply. 2. Notify district supervisor.		
<b>54</b>	<b><i>Bottles left in dispensing unit when not in use.</i></b>			<b>30</b>
	Product dispensing unit is free of bottles	Notify district supervisor so they can consult responsible individual.		

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<b>Janitorial</b>				
55	<b><i>Unit lever not in neutral position.</i></b>			<b>30</b>
	Product dispensing unit levers are in neutral position	Position unit lever in neutral position.		
56	<b><i>Docking mechanism contains residue and other debris.</i></b>			<b>30</b>
	Product dispensing unit and docking mechanism are clean and residue free	Notify district supervisor so they can consult the responsible individual.		
<b>Hazardous Building Materials</b>				
57	<b><i>Damaged pipe insulation or other thermal system insulation has been observed.</i></b>			<b>30</b>
	Pipe insulations and other thermal system insulations are free of damage	Notify area management if damage exists.		
58	<b><i>Damaged pipe insulation or other thermal system insulation is unknown or suspect asbestos-containing material.</i></b>			<b>5</b>
	Damaged pipe insulations or other thermal system insulations are obviously or known to be made of fiberglass, mineral wool, or foam	Notify EHS as soon as possible.		
<b>EHS Administration</b>				
59	<b><i>Insert notes and comments as appropriate.</i></b>			<b>30</b>
	General Comments or Other Deficiencies	As appropriate use "FINDINGS" module to create and assign additional finding to responsible person(s) from the Inspection Question Library. Then add cross-reference to the Finding IDs to this Assessment.		