



PSU OFFICE SAFETY INSPECTION FORM

Date:		Inspector(s):	
Building:		Department:	

	Yes	No	NA
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A. HOUSEKEEPING:

(1) Does the area have a clean and orderly appearance?			
(2) Are hallways and aisles free from tripping hazards and not used for storage?			
(3) Are electrical cords and phone lines adequately restrained?			
(4) Is the area free from any standing liquids or other slip hazards?			
(5) Is carpeting relatively smooth and in good condition (not creating a trip hazard hazard)?			

B. FIRE PROTECTION:

(1) Are exits clearly identified and accessible?			
(2) Are fire extinguishers available and clearly accessible?			
(3) Are all fire extinguishers mounted to the wall?			
(4) Have all fire extinguishers been serviced within the past 12 months?			
(5) Are emergency pull stations visible and clearly accessible?			
(6) Do sprinkler heads have at least 18 inches of vertical clearance?			
(7) Are all fire doors securely closed?			
(8) Are exit signs illuminated?			

C. ELECTRICAL SAFETY:

(1) Are extension cords in good condition, used only as temporary wiring (less than 30 days), and not connected in series?			
(2) Are electrical cords not pinched, strained, or run underneath carpeting?			
(3) Is at least three feet of clear space provided in front of all electrical panels?			
(4) Are all electrical openings (knockouts) covered?			
(5) Do all electrical outlets and switches have faceplates installed?			
(6) Are multi-outlet power strips UL listed and equipped with circuit breakers?			
(7) Is overloading of outlets/power strips avoided?			
(8) Is plugging power strips into other power strips avoided?			

D. HEATERS:

(1) Were all space heaters purchased through OPP?			
(2) Do all heaters have a working tipover switch?			
(2) Are combustibles kept at least 36" from the sides and tops of heaters?			
(3) Are space heaters plugged directly into a wall outlet?			

E. OFFICE WORKSTATIONS:

(1) Are materials stored to prevent overreaching?			
(2) Is lighting adequate?			
(3) Do computer workstations allow for proper ergonomic postures?			
(4) Are shelving units and file cabinets stable (not overloaded or "top-heavy")?			

F. MISCELLANEOUS:

Note any other miscellaneous hazards not covered by checklist:

COMMENTS:

Note any comments related to specific hazards uncovered during the inspection: