

Office and Classroom Safety Checklist

Campus GERMANTOWN
Date 05/30/2019

Bldg. _____

Room _____
Audited by _____

Supervisor _____

	Y E S	N O	N A	Brief Comment
A. Walking Surfaces				
1. Aisles established and clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. No tripping hazards present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Floors even (no holes or cracks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Carpets and rugs secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Floors kept dry - not slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. If exterior doorway, entrance mats present (for wet weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Electrical Hazards				
1. All extension cords are 3-wire type and in good condition - no splices or broken insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Only one extension cord used - not plugged into other extension cords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Equipment power cords in good condition - no splices or broken insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Plugs in good condition - no exposed wires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Wall outlet and junction box covers in place; do not feel warm to the touch, if in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Circuits not overloaded - all multiple outlet strips equipped with overload protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. No wires or extension cords under carpets or rugs, through doorways, or placed in other traffic areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Fire Prevention, Emergency Exits				
1. Fire extinguishers have current inspection tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire doors unlocked and closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Exits not obstructed and kept unlocked when room is occupied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Exits properly marked; exit signs illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Good housekeeping practiced - trash or other debris not permitted to accumulate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Employees informed of emergency procedures and escape routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Y E S	N O	N A	Brief Comment
7. Space heaters approved by Facilities Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Shelving, Bookcases, Cabinets				
1. Wall shelves designed for intended load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Shelves not overloaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Heavy storage cabinets, bookcases and file cabinets secured from tipping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Stacked materials arranged neatly and, if needed, supported by bookends or other mechanisms to prevent sliding off the shelf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. File drawers closed when not in use (only one open at a time to prevent tipping)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Material Storage Areas				
1. Adequate lighting in place (including emergency lighting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Aisles and corridors kept clear of equipment and supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. No storage within 18 inches of sprinkler heads (24 inches of ceiling where no sprinkler system exists)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Ladders (and/or step stools, as appropriate) provided for high storage areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Access to electrical panels, fire exits, and fire extinguishers not obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Furnishings				
1. Chairs in good condition and adjustable (when appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Machines/equipment used equipped with safety mechanisms, if needed (Example: paper cutter equipped with guard - blade spring functioning)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Desks and other furniture in good repair and free of splinters, sharp edges, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Furniture and equipment arranged to minimize the chances of occupants striking or being struck by objects or other occupants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. Other Items of Concern				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Operational and facility deficiencies in classroom areas should be referred to the campus Facilities Office.

Operational deficiencies in office areas should be directed to appropriate departmental personnel. Facility deficiencies should be referred to the campus Facilities Office.

If uncertain whether a condition presents a safety hazard, contact Sharmila Pradhan, Montgomery College Environmental Safety Program Supervisor, at (240) 567-4308 .