

General Building Inspection Checklist

Egress and Exits

- Emergency evacuation plan unavailable or outdated
- Emergency lighting not functioning
- Exit doors locked or obstructed
- Exits not properly marked
- Handrails damaged or not secured
- Illuminated exit signs not functioning or damaged
- Lighting issues
- Path of egress obstructed (corridors, stairwells)
- Stairwell lighting not working or insufficient
- Stairwells not properly identified

Electrical

- Cords run through ceiling, ceiling tiles, or walls
- Cover missing from receptacle/electrical equipment
- Electrical cords/cables cross aisles
- Electrical cords/plugs frayed or damaged
- Electrical cords/power strips located near water sources, chemicals, or heat sources
- Electrical panel/disconnect switch access obstructed
- Electrical pop-outs and blanks missing from j-boxes, covers, or breaker panels
- Electrical receptacles overloaded
- Exposed electrical wiring present
- Extension cords not plugged directly into receptacles
- Extension cords being used as permanent wiring
- Fire alarm breaker not identified in red; breaker lock not installed
- GFCI receptacles not present (within 6 foot of water source)
- Legend missing on electrical panel
- Multi plug adapter in use without an internal circuit breaker
- Power strips not plugged directly into receptacles

Emergency Equipment

- Emergency call system in elevator not functioning properly
- Emergency eyewash not maintained or obstructed
- Emergency shower concerns identified (obstructed, no annual test)
- Safety shower past due for annual inspection

Exterior

- Building exits obstructed
- Excessive combustibles around exterior of building
- Fire Department Connection (FDC) obstructed or not properly maintained (weeds, shrubs, Knox caps not installed, FDC not properly labeled)
- Fire hydrant obstructed or damaged
- Insufficient building identification (I.D. missing or deteriorated)
- Post Indicator Valve (PIV) not properly maintained (PIV obstructed, not open, not secured)

Fire and Smoke Spread

- Candles or incense burners present
- Fire door damaged, kept open (door stops), or does not latch
- Missing or damaged ceiling tiles
- Penetration in a fire-rated partition (wall, floor, ceiling)
- Unsafe use of heating devices (space heaters)

Fire Safety Equipment/Systems

- Escutcheon plates/caps/rings are missing, damaged, or not in position
- Fire alarm equipment obstructed or damaged (pull stations, panel, detectors, audio visual)
- Fire extinguisher damaged, discharged, obstructed, missing, not mounted, or past due for annual inspection
- Fire hose cabinet obstructed
- Fire pump panel obstructed
- Sprinkler head(s) painted, dirty/dusty, or damaged
- Sprinkler valves not accessible

General Safety

- Emergency contact sign not present at entrance(s) to lab, shop, or other hazardous work area
- Defective locking hardware
- General housekeeping unsatisfactory
- Machinery not secured/bolted down
- Obstructed ventilation
- Roof access not properly identified
- Safety guards not in place or inadequate on equipment
- Slip, trip, or fall hazards identified
- Smoking or use of tobacco products in campus buildings
- Unapproved lock being used
- Unsecured or improperly secured compressed gas cylinders

Storage of Materials

- Chemical storage - inadequate flammable liquid storage
- Combustibles stored near flame, heat source, or electrical source
- Excessive or incompatible compressed gas storage
- Improper storage in mechanical, electrical, elevator, and/or IT spaces
- Improper storage of chemicals
- Items stored less than 24 inches from ceiling or 18 inches from sprinkler head
- Storage creating obstruction to sprinkler discharge