

Faculty/Unit/Department	Building(s):	Floor(s) and/or Room Number(s):
Inspection Team Members (names): Manager(s):	Supervisor(s):	Employee(s):
		Inspection Date YYYY / MM / DD

1.1	HOUSEKEEPING	DESCRIPTION	OK	NEEDS ATTN	N/A
a.	Floors clean and clear of waste/debris	Inspect floors for debris, liquids or other materials that could pose a slip or trip hazard.			
b.	Flooring in good condition	Floors are free of lifted or missing surfaces, carpet damage.			
c.	Ceiling tiles in good condition	Ceiling tiles are in place, free of damage, no water stains, etc.			
d.	No protruding objects	All cabinet drawers are closed when unattended. All surfaces are in good repair, e.g. no snags or sharp objects/corners protruding that could cut/injure someone.			
e.	Office furniture in good repair	Good repair means legs are level, castors on chairs not broken, no torn or ripped covers.			
1.2	AISLES and CORRIDORS				
a.	Aisles and corridors are unobstructed	Access and egress is unobstructed with nothing piled in aisles or moveable objects (e.g. carts) parked in aisle.			
b.	Aisles wide enough to accommodate employees and equipment	Aisles are at least 1 meter width to accommodate movement of materials and people without colliding.			
1.3	STORAGE				
a.	Shelving used for storage is secured properly	For moveable shelving, stabilizing bracing is installed/secured to the wall (based on load).			
b.	Bins and racks provided, appropriately used and properly secured	Stacked materials do not pose a risk of toppling.			
c.	Ladders/step stools are available for reaching materials on shelving	Appropriate ladders/step stools are available for reaching materials on overhead shelves.			
2.0	FIRE PREVENTION				
a.	Sprinkler heads are unobstructed	Nothing within 45 centimetres below the sprinkler head e.g. check shelving heights and stacked materials.			
b.	Fire extinguishers are accessible, mounted, and tagged	Fire extinguishers are accessible and mounted in a visible location with a tag that indicates it is being inspected monthly and maintained annually (by Life Safety).			
c.	Fire doors are not propped open	Fire doors stop the movement of smoke and fire through a building – e.g. doors leading into stairwells/elevator lobby.			
d.	Only approved personal appliances are in use	Only CSA labelled appliances are to be used.			
e.	Personal appliances are unplugged when not in use	Personal appliances (e.g. space heaters, coffee makers, kettles, etc.) must be unplugged when not in use.			
3.0	EMERGENCY PREPAREDNESS				
a.	Emergency procedures readily accessible/posted	Department-specific procedures created for potential scenarios are accessible e.g. posted, in the OHSMS Departmental Manual, and/or ERP/BCP SharePoint site.			
b.	Employees are aware of evacuation procedures	Employees are aware of the primary exit route and secondary exit route out of the building.			
c.	Employees are aware of the Assembly Point location	Employees are aware of the Assembly Point location.			
d.	First Aid Kit (easily accessible and fully stocked)	Identified storage location. EHS website for contents list - https://www.ucalgary.ca/safety/programs/first-aid-0			
e.	Emergency exit signs are clearly marked	Exit signs clearly indicate the location of emergency exits and are not obstructed.			
f.	Emergency Warden resources are allocated	Emergency Wardens are identified and information is posted or available to employees (as appropriate).			

4.0 ELECTRICAL				
a.	Electrical cord condition	Electrical cords are not frayed or cracked.		
b.	Electrical outlet covers	Cover plates are in place and secured properly.		
c.	No overloaded outlets or electrical circuits	No more than one (1) power bar is plugged into each electrical (duplex) outlet.		
d.	Adequate lighting	No burnt out or missing bulbs. Task lighting available as necessary to reduce eyestrain hazard.		
5.0 HAZARDOUS MATERIALS				
a.	No hazardous materials stored in area	Hazardous materials include but are not limited to the following: carcinogenic, toxic, corrosive, combustible, explosive, flammable, oxidizers, pyrophoric, unstable-reactive or water-reactive etc.		
6.0 ADMINISTRATION				
a.	Inspection results are shared with employees and retained	Inspection results are shared with employees – e.g. discussed in meetings, emailed, posted in common areas, included in OHSMS Department Manual, etc.		
b.	WCB – 123 poster(s) (workplace injury and illness reporting requirements) is/are posted in common areas for employees	WCB – 123 posters posted. Posters can be located at http://wcb.ab.ca/resources/for-employers/forms-and-guides/ (scroll down to <i>Posters</i> section).		
Item #	Deficiencies Identified for Follow-Up with description of recommended corrective action(s)	Person Responsible	Target Date	Completion Date
Item #	Building-Related Concerns for Facilities	Reported to Facilities by:	Archibus Work Request Number	Completion Date
Positive Actions/Initiatives/Comments				
MANAGEMENT REVIEW				
Manager Name and Position Title		Manager Signature	Date	

Instructions:

Administrative areas are departmental assigned spaces including but not limited to: offices, reception areas and internal corridors, conference rooms, photocopier rooms, storage areas/rooms, and kitchen alcoves/rooms.

- For each item refer to the brief description. Check off the item as “OK” to indicate adequate state or condition, “NEEDS ATTN” for substandard issues to be resolved, or “N/A” if the item is not applicable/present in the area.
- If assistance is required to assess an item, email ucsaafety@ucalgary.ca with an explanation and a photo, if available.
- Review list of ‘Deficiencies Identified for Follow-Up’ from most recent (previous) inspection report and then verify implementation of corrective actions while conducting this inspection. If the status of the deficiency/corrective action is incomplete, carry item(s) forward on this inspection checklist and describe why the status is incomplete in the *Positive Actions/Initiatives/Comments* section.
- Reported all building-related concerns through the Archibus work request system. Record work request numbers on this checklist.
- Retain completed inspection records as per Faculty/Unit and OHSMS requirements.