

SECTION III.		BUILDING INTERIOR	YES	NO
A.		Lobby or Corridor	XXX	XXX
GENERAL	1. Are all light fixtures covered so that no wiring is exposed?			
	2. Are all light fixtures secure and bulbs burning?			
	3. Are floors in good repair?			
	4. Is the general lighting in most corridors sufficient to eliminate dark areas?			
FIRE PREVENTION AND PROTECTION	5. Do the fire doors close completely?			
	6. Are all open fire doors equipped with a fusible link on door closure?			
	7. Were all open fire doors open by means of door closure rather than wood wedge or other prop?			
	8. Are all fusible links free of paint?			
	9. Are fusible links on fire door UL approved and of the proper temperature rating?			
	10. Are fire doors unobstructed?			
	11. Are all exit lights illuminated?			
	12. Are sufficient exit and/or directional signs and lights posted at or in exit-ways?			
B.		Stairs and Stairways	XXX	XXX
GENERAL	1. Are handrails installed where required?			
	2. Are existing hand rails secure?			
	3. Is the floor in good repair?			
	4. Is lighting adequate to eliminate dark areas?			
	5. Are safety treads on steps secure?			
	6. Are exit doors leading to the outside equipped with panic hardware or other acceptable latching devices which allow exit from the building without a key?			
	7. Are all exit lights illuminated?			
FIRE PREV. AND PROT.	8. Are sufficient exit and/or directional signs and lights posted at or in exit-ways?			
	9. Are spaces beneath stairs clear of all combustible materials?			
C.		Elevators	XXX	XXX
GENERAL	1. Do most elevators have inner doors?			
	2. Do elevators having an inner door also provide for the inter-locking of inner doors & outside doors?			
	3. Do elevator cabs have an emergency escape hatch?			
	4. Does the emergency escape hatch open easily and without the need of any tool?			
	5. Do elevators have an emergency alarm or some other type of emergency communication?			
	6. Does each elevator cab have a sign (affixed or painted) indicating the maximum number of passengers allowed in the cab or equivalent weight limitation?			
	7. Do elevators provide emergency stop equipment or devices?			
	8. Is the cab flooring in good repair?			
	9. Is the cab adequately lighted?			
	10. Has elevator and shaft-way been inspected by the University personnel or company representatives in the past 12 months?			

C. (continued)		Elevators	XXX	XXX
FIRE PREV. AND PROT.	11. Are "no smoking" signs (affixed or painted) in view upon entering the cab or inside the cab?			
	12. Are elevator pits clear of all combustible materials?			
D.		Mechanical Equipment & Shop Areas	XXX	XXX
GENERAL	1. Do machines and equipment have required guards and other safety devices?			
	2. Is all electrical wiring secure?			
	3. Are all connections enclosed?			
	4. Is floor area clean and without evidence of oil spills?			
	5. Where required, does all pressure equipment have a safety release device?			
	6. Has all pressure equipment been inspected in the last 12 months?			
	7. Is pressure-setting of valves in accordance with U.S.A. Standards?			
	8. Are all hoses and connections secure and without leakage?			
	9. Are all gas cylinders chained or otherwise secured in an upright position?			
	10. Is all piping labeled and/or painted using the U.S. Standard color code?			
	11. Has air velocity been checked on all exhaust systems in the past 12 months?			
	12. Are the pickups and ducts of all exhaust systems free of accumulations?			
FIRE PREVENTION AND PROTECTION	13. Are all heating equipment and steam lines properly installed and separated from all combustible materials?			
	14. Are fire extinguishers of the appropriate kind and located in the immediate area?			
	15. Is insulation on open wiring in good condition (not brittle)?			
	16. Are circuit fuses of proper size for building wiring?			
	17. Are fuse and switch boxes closed?			
	18. Are all motor and other electrical appliances clean and free from lint?			
	19. Where installed, have smoke detectors in air handling equipment been inspected in the last 12 months?			
	20. Are covers on all electrical controls and electrical equipment in place?			
E.		Material and Supply Storage Area	XXX	XXX
GENERAL	1. Are aisles and doors clear or otherwise unobstructed?			
FIRE PREV. AND PROT.	2. Is bulk storage of combustible supplies in a fire-resistive location?			

F.		Building Interior	XXX	XXX
OFFICE SAFETY	1. Are drawers closed when not in use?			
	2. Are there trip hazards, i.e. loose carpeting, electrical cords?			
	3. Are electrical outlets overloaded?			
	4. Do the electrical cords have good insulation?			
	5. Are there fall hazards?			
	6. Is there an accumulation of combustible material?			
	7. Are aisles free of clutter that could restrain egress?			
WORK AREA SAFETY	8. Are the eye wash/safety showers accessible?			
	9. Has the eye wash/safety shower been flushed routinely?			
	10. Is the eyewash bottle wall station marked with a date current within a year of the inspection?			
	11. Is there an eye wash/safety shower located within a reasonable distance to the work being performed?			
	12. Is personal protection available, used and functional?			
	13. Are there trip hazards?			
	14. Are tools, machines and other equipment in good repair?			
	15. Is there adequate lighting?			
	16. Does the machine have exposed parts, such as sharp edges, that could cause injury?			
	17. Are materials located in areas demanding lifting that could cause back strain or injury?			
	18. Is there any possibility of getting caught in or between machine parts?			
	19. Are there any risks of falling to another level?			
	20. Are fume hood sashes kept in the down position?			
	21. Is the fume hood used as a storage area instead of a work station?			
	22. Are there sources of ignition stored with flammable materials in the fume hood?			
	23. Is the work area kept in an orderly manner?			
G.		Miscellaneous	XXX	XXX
GEN.	1. Are metal containers used for the storage of trash, rubbish or garbage and are containers closed?			
	2. Were there no or few commercial type extension cords found in use?			
	3. If any maintenance or repair work was in progress, were caution signs and/or roping or barriers used to warn the passersby?			
FIRE PREVENTION AND PROTECTION	4. Is combustible storage prohibited in attics and "crawl" spaces?			
	5. Are sprinkler heads clear of files, stockpiles, partitions or other obstructions?			
	6. Is sprinkler piping secure with no sagging lines?			
	7. Has the fire hose been tested within the last 12 months?			
	8. Is the fire hose equipped with a spray nozzle?			
	9. Has the fire hose valve been tested within the last 12 months?			
	10. Are all standpipe valves easily accessible?			
	11. Do extinguishers have an inspection tag and have extinguishers been serviced in the last 12 months?			
	12. Is quantity, kind and placement of fire extinguishers adequate?			
	13. Does the building have an operational fire bell or emergency system?			