

LA SIERRA UNIVERSITY

OFFICE OF RISK MANAGEMENT & ADA QUARTERLY BUILDING INSPECTION REPORT**

SUMMER: _____ **FALL:** _____ **WINTER:** _____ **SPRING:** _____
(Check one per quarter)

BUILDING: _____

INSPECTION REPORTED BY: _____

DATE: _____

FIRE PROTECTION PREVENTION

	<u>(Yes / No)</u>	<u>Comments</u> Work Order with PP
1. Fire extinguishers charged, seal in place, tag current?		
2. Are exit doors and aisles free from stored materials that may impede evacuation?		
3. Are exit signs in proper working condition?		
4. Are fire doors blocked against automatic operation? (PSC, Palmer Hall)?		
5. Other fire hazards? Specify.		

ELECTRICAL

	<u>(Yes / No)</u>	<u>Comments</u> Work Order with PP
1. Are extension or telephone cords on the floor where they can be tripped over or stepped on? Where?		
2. Are combustible materials stored near electrical switch gear or space heaters?		
3. Are floor electrical outlets exposed as tripping hazards? Where?		
4. Are frayed or dried out extension cords or "octopus" outlets used? Where?		
5. Are extension cords in use? Where?		
6. Other electrical hazards?		

HOUSEKEEPING

- 1. Are there blocked aisles in work areas?
- 2. Are there broken, cracked, loose or missing floor tiles?
- 3. Are there split carpet seams or loose edges?
- 4. Are materials stored on top of files or storage cabinets that could fall?
- 5. Are there broken or cracked windows?
- 6. Are there slick spots on floors?

<u>(Yes / No)</u>	<u>Comments</u> Work Order with PP

EQUIPMENT

- 1. Is there evidence of broken desks or chairs?
- 2. Are desks or files left open to become tripping hazards?
- 3. Other equipment hazards?

<u>(Yes / No)</u>	<u>Comments</u> Work Order with PP

PARKING LOTS AND GROUNDS

- 1. Are there tripping hazards on the sidewalks, lawn, and/or parking lots?
- 2. Is the parking lot adequately marked and lighted?
- 3. Other parking lot or grounds hazards? Specify.

<u>(Yes / No)</u>	<u>Comments</u> Work Order with PP

Additional Comments:

***** REPORTS are to be completed and returned to the Office of Risk Management & ADA by the end of every quarter.***