NMSU Environmental Health & Safety

	spection area type: office; cl				
Da	te: Bldg Name:			K0	om/area:
De Ar	pt: Dept Head: ea/Bldg Monitor	Inche	etor(c)	D	1V1SON:
AI	ea/Blug Moliitoi				
	General Traffic Area	Yes/OK	NA	NO	corrections & responsiblity
	Walkways and doors unobstructed?				
	Are aisles clear & at least 3 feet wide?				
3.	Are floors & walkways free of cords, broken				
	and uneven surfaces, or sharp objects?				
4.	Is the lighting sufficient and with working				
	bulbs/lamps?				
В.	<u>Housekeeping</u>				
1.	Are areas uncluttered, organized & neat?				
2.	Materials stored in a safe manner (especially				
	overhead), stools or ladder if high storage, no				
	tippable cabs/shelving?				
3.	Are materials stored so they don't stick out and				
	can't fall?				
4.	Are stairs in good condition & well lit?				
<u>C.</u>	Electrics				
1.	Are the electric controls (switches & outlets)				
	in good shape?				
2.	Are there GFCIs near sinks & wet areas?				
	Are walls, floors & ceiling intact, no cording				
	or open holes through them?				
	Are electric panels & disconnects accessible				
	unobstructed (30"x 36"), & inner covers?				
D.	Emergency Equipment				
	Are fire extinquishers available (within 75'),				
	mounted, visable, located so easy to access,				
	unit sealed, up-to-date tag?				
2.	Are the fire exits unobstructed and identified?				
3.	Are blocked, non-exit doors identified?				
	Are sprinkler heads unobstructed? (at least 18"				
	clearance by the head)?				
5.	If high occupancy, are the emergency lights in				
	working, two exits and crash bars on exits?				
E.	Storage & Procedures				
	Minimal chemicals present, properly stored,				
	labels intact, incompatibles separated, no				
	chems in eating or food storage area?				
2.	Are emergency contacts posted, emergency				
	action plan available/up to date, evacuation				
	routes posted?				
F.	Other Items of Concern				
<u></u>	Smill are and of Contestin	••••			
•••					
· · ·	,				

 st^1 Unless marked with a WO number, the department is responsible for correcting all above safety concerns.