



Facility Safety Inspection Checklist- City Hall

Department Area Inspected: City Hall Date: 7/18/2016
 Inspectors: Dean Hurney, Jeff Billeci, Nancy Marquez-Suarez, Dave Newman & Jesse De La Cruz

Description of Inspection		Satisfactory		Corrective Action	Completion Date
EXITS					
a.	Clearly marked exits Notes:	Yes	No		
b.	Unobstructed Notes:	Yes	No		
c.	Exit doors unlocked Notes:	Yes	No		
d.	Exit lights illuminated Notes:	Yes	No		
e.	Emergency lights Notes: <i>Last tested by Mazzy on 3/8/2016.</i>	Yes	No	Completed during annual inspection on 10.4.2016 by Bill Fee.	10.4.2016
f.	Emergency lighting available & operating properly (more than 100 occupants in building) Notes:	Yes	No		
g.	Exit signs, battery back-up Notes: <i>Exit signs checked on 10.1.14, battery back-ups replaced on 1.26.15. (Mazzy's)</i>	Yes	No	Completed during annual inspection on 10.4.2016 by Bill Fee.	10.4.2016
h.	Tactile exit signage Notes:	Yes	No	Necessary signage has been determined. Corrections timeline to be included in ADA transition plan (required at 50 employees)	
i.	Exit doors swing outward Notes:	Yes	No		

FIRE PROTECTION					
a.	Fire extinguishers visible/evidence of service Notes: Serviced on Oct. 2015, Annual inspection will happen again on Oct. 3, 2016 (Mazzy's)	Yes	No	Completed during annual inspection on 10.4.2016 by Bill Fee.	10.4.2016
b.	Fire extinguisher system annual inspection Notes: Serviced on Oct. 2015, Annual inspection will happen again on Oct. 3, 2016 (Mazzy's)	Yes	No	Completed during annual inspection on 10.4.2016 by Bill Fee.	10.4.2016
c.	One extinguisher within 75 ft. of any one point in a protected area Notes:	Yes	No		
d.	Fire alarm system functioning Notes: Inspected on 8.26.2015. In process of scheduling. (Bay Alarm)	Yes	No	Inspections took place on 9.16.2016	9.16.2016
e.	Fire alarms & manual pull boxes working Notes: Inspected on 8.26.2015. In process of scheduling. (Bay Alarm)	Yes	No	Inspections took place on 9.16.2016	9.16.2016
f.	Fire sprinkler system regularly maintained by licensed company & documentation available to staff Notes: Mazzy's Inspected on 12.18.14- Next due in 5 years to be certified	Yes	No		
g.	Fire maintenance inspection records available Notes: Mazzy's Inspected on 12.18.14- Next due in 5 years to be certified	Yes	No		
n.	Fire extinguisher unobstructed Notes:	Yes	No		
h.	Fire sprinkler system (within 10" unobstructed) Notes:	Yes	No		
i.	Storage located 18" below sprinklers or 24" from ceiling Notes:	Yes	No		
j.	Non-exit doors marked appropriately Notes:	Yes	No	Inventory of necessary signage has been conducted including ADA (braille signage)	
k.	Flammables stored in safety cans Notes:	Yes	No		

l.	"No smoking" signs posted near combustibles or flammables Notes:	Yes	No		
ELECTRICAL SAFETY					
a.	Building switches & outlets in good condition Notes:	Yes	No		
b.	Equipment grounded Notes:	Yes	No		
c.	Equipment cords in good condition Notes:	Yes	No		
d.	Outlet covers in place Notes:	Yes	No	One missing on floor in front of fire extinguisher in Council Chambers. Outlet has been replaced.	9.9.2016
e.	Extension cords used properly & in good condition Notes:	Yes	No		
f.	Surge protectors have circuit breakers Notes:	Yes	No		
g.	Electrical wiring & cords maintained in one area (Not thru doors, walls, floors, ceilings) Notes:	Yes	No		
h.	"Do Not Enter" sign for electrical room Notes:	Yes	No		
i.	Extension cords being used as fixed wiring do not exceed 6' in length Notes:	Yes	No		
j.	30" clearance around control panels Notes:	Yes	No		
k.	Cords/ computer cables etc. not a trip hazard Notes:	Yes	No		
GENERAL SAFETY					
a.	Floors clean/dry & carpet is level Notes:	Yes	No		
b.	Floors/aisles clear & aisle must be 36"width Notes:	Yes	No		

c.	Materials properly stored Notes:	Yes	No		
d.	Chemicals properly stored Notes:	Yes	No		
e.	Fire Evacuation Plan available Notes: Updated maps posted 8.8.2016	Yes	No	New map posted and update provided to staff via email.	
f.	Eye wash (where required) Notes:	Yes	No		
g.	Adequate ventilation Notes:	Yes	No		
h.	Good housekeeping Notes:	Yes	No		
i.	Refuse removed daily Notes:	Yes	No		
j.	Exterior of building maintained Notes:	Yes	No		
k.	Adequate interior lighting & covers in place Notes:	Yes	No	The fixture as you exit through P.D. to parking lot west of P.D. (fenced in) was tightened/fixe	8.26.2016
l.	Handicap access/signage Notes:	Yes	No	Necessary signage has been determined. Corrections timeline to be included in ADA transition plan.	
m.	Required employee posters prominently displayed Notes:	Yes	No		
n.	Safety communications &/or training provided & documented Notes: IIPP-	Yes	No		
o.	IIPP available & reviewed with employees Notes: Policy updated in July 2016 to reflect P.D. Transition. Need to review with P.D.	Yes	No	EAP training completed in August; IIPP training to be scheduled soon.	
p.	MSDS or SDS for hazardous materials available Notes: At front desk above mail cubbies.	Yes	No		
q.	Workplace Violence Prevention program Notes: Last Training Provided 8.26.15	Yes	No		

r.	Office areas, storerooms, meeting rooms, restrooms, maintenance closets are clean, orderly & sanitary Notes: A wooden frame & vacuum can be thrown out that are in the electrical room.	Yes	No	Items thrown out and electrical room has been cleared.	8.5.2016
s.	Step ladders available, in good condition & used for reaching overhead items Notes:	Yes	No		
t.	Storage racks, shelving & cabinets in good condition & bolted to walls or floor Notes: Some furniture needs to be anchored- see notes below.	Yes	No	See updates below. Most have been completed.	
u.	Fencing & gates in good condition Notes:	Yes	No		
v.	Staff & volunteers have necessary tools & equipment available to perform tasks Notes:	Yes	No		
FIRST AID/EMERGENCIES					
a.	First Aid kits accessible, inspected & replenished as needed Notes: Available at front desk above mail cubbies, women's & men's restrooms by the break room. As well as P.D. front desk.	Yes	No		
b.	First Aid/CPR training given & documented Notes: Last provided on 6.7.2016.	Yes	No	Next training to be provided summer 2017.	
c.	AEDs available & inspected periodically Notes:	Yes	No		
d.	AED trained Staff are clearly listed near AED Notes: Trained individuals include Cindy Coelho, Lindsey, Cindy Tumin, Roman, Martin, Jason, Ken	Yes	No	Staff listed on City Hall maps with corresponding phone numbers.	
e.	Emergency Action Plan & escape procedures in effect Notes: Training held March 3.17.15. Map updated to include P.D. on 8.8.2016.	Yes	No		

f.	Bloodborne Pathogens PPE available Notes:	Yes	No		
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Other Observations:

Update on Completion

- Completed Velcro flag bases to floor (Bryan's office & Council chambers)
- Completed An electrical outlet on the floor in the City Council Chambers needs to be purchased
- Completed Covers to electrical outlets in the corp yard need to be replaced
- Completed Dispose of unnecessary paint in corp yard
- Completed Old color copier needs to be disposed of (Rohani completed)
- Completed Two staff had space heaters that lacked automatic shut offs
- Resolved Toolbox on top of Fire Box (Jeff Billeci explained that during our last inspection it was determined we needed to keep toolbox located near fire panel)
- Completed Explore purchasing additional keys for the large filing cabinets to ensure they remain locked at all times to prevent contents flying out in case of earthquake

Anchoring of furniture still to be done includes:

Book shelf in ante chambers (**completed 8.7.2016**), filing cabinet in rec (**completed 8.7.2016**), filing cabinets against the east wall of hallway to building services (**completed 8.7.2016**), cabinets between Ken's desk and info room (**completed 3.29.2017**), filing cabinets by against door on other side of ladies restroom (**completed 8.7.2016**), cabinet next to Christine K's cubicle (**completed 7.8.2017**), cabinets as you enter through the PW -furthers east door-(**fixed- CM determined it doesn't require anchoring**), cabinets against Len's desk in camera cubicle (**completed 8.7.2016**), Josh's book shelf (**completed 12.5.2016**), storage lockers & filing cabinet on PD side (**completed 9.1.2016**), cabinet in detectives office (**completed by 9.7.2016.**)

Completed copies of this form should be routed to the Program Administrator/Safety Coordinator, Nancy Marquez-Suarez and kept in department files for at least one year.