



Facility Safety Inspection Checklist- ORB

Department Area Inspected: ORB

Date: 7/25/2016

Inspectors: Dean Hurney, Cindy Coelho, Gaby Baños-Galván, and Francisca Rojas

Description of Inspection		Satisfactory		Corrective Action	Completion Date
1)	EXITS				
a.	Clearly marked exits Notes:	Yes	No		
b.	Unobstructed Notes:	Yes	No		
c.	Exit lights illuminated Notes:	Yes	No		
d.	Emergency lights Notes: Emergency lights missing over Studio 1 entrance	Yes	No	Rec. staff have contacted Bill Fee (Mazzys) to replace the emergency light fixture that is missing in Studio 1 (7/26/2016)	7/26/2016
e.	Exit signs, battery back-up Notes: Inspected by Bill Fee (Mazzys) and set on a his inspection schedule.	Yes	No	Bill Fee (Mazzys) completed.	10/4/2016
f.	Tactile exit signage Notes: Dean is working with management to create ADA Transition Plan.	Yes	No		
g.	Exit doors swing outward Notes:	Yes	No		
FIRE PROTECTION					
a.	Fire extinguishers visible/evidence of service Notes:	Yes	No		
b.	One extinguisher within 75 ft. of any one point in a protected area Notes:	Yes	No		

c.	Non-exit doors marked appropriately Notes:	Yes	No		
d.	Flammables stored in safety cans & combustibles or flammables Notes: N/A	Yes	No		
e.	Fire extinguisher system annual inspection Notes: last inspected 10/1/2015	Yes	No	Bill Fee (Mazzys) completed.	10/4/2016
f.	Fire extinguisher unobstructed 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		
e.	Extension cords used properly & in good condition Notes: N/A	Yes	No		
f.	Surge protectors have circuit breakers Notes: N/A	Yes	No		
g.	Electrical wiring & cords maintained in one area (Not thru doors, walls, floors, ceilings) Notes:	Yes	No		
h.	Extension cords being used as fixed wiring do not exceed 6' in length Notes: N/A	Yes	No		
i.	30" clearance around control panels Notes:	Yes	No		
j.	No missing or broken cover plates 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.	Adequate ventilation Notes:	Yes	No		
f.	Good housekeeping Notes:	Yes	No		
g.	Refuse removed Notes:	Yes	No		
h.	Exterior of building maintained Notes:	Yes	No		
i.	Adequate interior lighting & covers in place Notes: One light is out and needs ballast to be replaced.	Yes	No	Recreation staff have contacted Dave Dillon to replace ballast for light in Studio 1. (ballast replaced on 8/10/2016)	8/10/2016
j.	Handicap access/signage Notes: Dean working on ADA compliance.	Yes	No		
k.	Emergency numbers posted Notes:	Yes	No		
l.	MSDS or SDS for hazardous materials available Notes:	Yes	No		

m.	Office areas, storerooms, meeting rooms, restrooms, maintenance closets are clean, orderly & sanitary Notes: Storage rooms in restrooms need to be organized to avoid items being next to water heater.	Yes	No	Closet to the ladies restroom has been organized and items are no longer stored right next to the water heater (8/10/2016)	8/10/2016
n.	Step ladders available, in good condition & used for reaching overhead items Notes:	Yes	No		
o.	Storage racks, shelving & cabinets in good condition and bolted to walls or floor Notes: Remove shelving that is not in use and could be a hazard as it is in the way. There are pvc pipes that were used for shelving in Studio 1 storage room.	Yes	No	Rec. Staff has removed shelving pipes and magazine racks in Studio 1 to avoid any safety hazards.	7/26/2016
p.	Fencing & gates in good condition Notes:	Yes	No		
q.	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:	Yes	No		

Other Observations:

Gate door on the side (where play structure was located) needs to remain unlocked for fire safety purposes. ----- Committee suggests that we unlock door and place a "surveillance" sign on the fence to deter people from going over there. Parks crew will monitor the place as they can swing by once or twice a week.

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.