



Facility Safety Inspection Checklist - White House

Department Area Inspected: White House

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:	Yes	No		
e.	Exit signs, battery back-up Notes:	Yes	No		
f.	Tactile exit signage Notes: Building is only used for storage purposes, it shouldn't have to meet stringent signage requirements.	Yes	No		
g.	Exit doors swing outward Notes:	Yes	No		
FIRE PROTECTION					
a.	Fire extinguishers adequate Notes:	Yes	No		
b.	Fire extinguishers visible/evidence of service Notes:	Yes	No		

c.	One extinguisher within 75 ft. of any one point in a protected area Notes:	Yes	No		
d.	Fire alarm system functioning Notes: N/A	Yes	No		
e.	Detectors in good condition Notes: N/A	Yes	No		
f.	Non-exit doors marked appropriately Notes:	Yes	No		
g.	Flammables stored in safety cans & combustibles or flammables Notes: Paint was found out in the open, no container in sight.	Yes	No	Recreation staff moved paint and painting materials to a kitchen cabinet in order to keep flammables separately.	7/26/2016
h.	Fire extinguisher system annual inspection Notes:	Yes	No		
i.	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: 1 outlet cover in main building is broken.	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		
k.	Cords/ computer cables etc. not a trip hazard Notes: N/A	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:	Yes	No		
j.	Emergency numbers posted Notes: May not be clearly visible where it is currently located.	Yes	No		

k.	MSDS or SDS for hazardous materials available Notes:	Yes	No		
l.	Office areas, storerooms, meeting rooms, restrooms, maintenance closets are clean, orderly & sanitary Notes: Storage area is congested.	Yes	No	No resolution to this issue; we lack storage space and have no where else to store valuables.	
m.	Step ladders available, in good condition & used for reaching overhead items Notes:	Yes	No		
n.	Storage racks, shelving & cabinets in good condition and bolted to walls or floor Notes: Shelves not bolted to the wall, but since it is used for storage it may not require this additional precaution.	Yes	No	Anchoring isn't necessary for this storage room.	
o.	Fencing & gates in good condition Notes:	Yes	No		
p.	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: Did not see Kit on site	Yes	No		

Other Observations:

Electrical tape should be placed at the main entrance and at the kitchen entrance as a entrances to these rooms present a tripping hazard. ---
Recreation staff placed bright white tape at kitchen entrance and at the front door entrance to draw attention to potential tripping hazards.
(Completed 7.26.2016)

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.