

Member: _____

Location: _____

Inspection Completed By: _____

Date Completed: _____

Building Exterior	Yes	No
1. Adequate lighting provided		
2. Walking surfaces/curbs in good condition		
3. Ground level flush with walking surfaces		
4. Parking lot surfaces in good condition		
5. Tree branches trimmed and maintained		
6. Lawn free of hazardous conditions (trip hazards, holes)		
7. Buildings in good repair		
8. Roof in good repair (membrane, debris, drains clear)		
9. Entrances in good repair (stairs, handrails, doors)		
10. Housekeeping/storage in order		
11. "NO TRESPASSING" signs posted		
12. Are the grounds fenced, fence in good repair		
Comments:		

Electrical Hazards	Yes	No
1. Extension cords in good condition		
2. Extension cords not used as substitute for fixed wiring)		
3. Extension cords not run through holes in walls, ceilings, or floors		
4. Equipment power cords in good condition		
5. Electrical wiring meets NEC and/or NSFM code		
6. Light switch/outlet covers in place and not damaged		
7. GFCI outlets on all exterior outlets (NEC)		
8. GFCI outlets used within 6 ft. of sinks/water sources (NEC)		
9. Electrical outlets not overloaded		
10. Electrical panel signed to identify location		
11. Electrical panel secured/covered		
12. Electrical panel unobstructed - 36" each direction		
Comments:		

Emergency Action Plans (EAP)	Yes	No
1. Emergency Action Plan in writing and training completed		
2. EAP address weather, fire and medical emergencies		
3. Emergency numbers posted near telephone/conspicuous location		
Comments:		

Exits	Yes	No
1. Exits and exit routes free from clutter and unobstructed at all times		
2. Exits clearly visible and marked by a sign reading EXIT		
3. Doorways along exit access that could be mistaken for exit marked NOT AN EXIT or identified by a sign indicating its actual use (closet, etc.)		
Comments:		

Fire Prevention	Yes	No
1. Portable fire extinguishers unobstructed, and signed to identify location		
2. Portable fire extinguishers located near an exit or walkway for accessibility		
3. Portable fire extinguisher mounted no more than 5 feet from floor		
4. Portable fire extinguisher maintained annually and inspected monthly		
5. Employees trained in use of portable fire extinguisher		
6. Class A extinguishers distributed to limit travel distance to 75 feet		
7. Class B extinguishers distributed to limit travel distance to 50 feet		
8. No storage within 18 inches of sprinkler head		
9. Space heaters equipped with tip-over switch and unplugged when not in use		
10. Fire drills conducted and documented		
11. Flammable materials are not stored near ignition sources		
12. Designated smoking area 25 feet from building with noncombustible receptacle		
Comments:		

First Aid Kits	Yes	No
1. First aid kits readily available		
2. First aid kits properly stocked		
3. First aid kits mounted/signed easily identifiable		
Comments:		

Hand Tools and Ladders	Yes	No
1. Hand tools in good condition		
2. Ladders in good condition and properly rated – Type 1 at least		
3. Ladders clean and free of dirt, grease, oil, mud		
4. Safety signs in place to warn public/employees of hazards		
5. "Eye protection required" post above grinder, drill press, battery charging station, table saw and other similar equipment		
6. Grinder guards in place and adjusted		
7. Guards/devices installed by manufacturer of machine in place		
Comments:		

Housekeeping	Yes	No
1. Work areas kept clean and orderly and in sanitary condition		
2. Windows in place, not broken		
3. Trash receptacles throughout grounds, emptied frequently		
Comments:		

Bleachers/Grandstands	Yes	No
1. Inspected annually by qualified person for compliance with ICC 300-2017		
2. Inspection and Id tag in place and complete		
3. Biennial inspections by PE or architect per NFPA 102, 5.10		
4. Structurally sound		
5. Adequate bearing on ground or floor to support safely		
6. All components in working order		
7. Open spaces between seat/footboard must no allow sphere of 4 inches to pass through.		
8. Sharp edges, bolts, extrusions covered safely		
9. Guard and railing in place per NFPA 102, 5.6		
10. Nothing flammable or combustible stored beneath bleachers		
Comments:		

Park/Playground/Picnic Areas	Yes	No
1. Picnic tables, seats and tops in good condition		
2. Drinking fountains in good condition		
3. Park shelters maintained		
4. Rest rooms checked and cleaned regularly		
5. Adequate lighting provided		
6. Playground equipment in safe condition		
7. Playground equipment inspected annually (documented)		
8. Park hours/rules posted clearly		
Comments:		