NYSDOT BUS FACILITY INSPECTION CHECKLIST
(October 1, 2004)

Facility Name _____ Facility Location _____ Date _____

Contact Person _____ Inspector _____ Others _____

Re-inspection Date _____ Initial Inspect Date _____

Refs: NYC Building Code, NYS Building and Fire Codes, OSHA Standard 29 CFR 1910.X, and various ANSI, ALI, NFPA, and other standards. See Reverse for specific requirements. Bus garages are classified as Automotive Repair Facilities, Occupation Group S-1 *(D-1 in R11/NYC)*

	Compliant?	Comments
General Facility Condition		
Housekeeping/ Floor condition	Y / N / NA	_____
General Ventilation	Y / N / NA	_____
Vehicle Exhaust Ventilation	Y / N / NA	_____
Restroom (ventilation and lock)	Y / N / NA	_____
Adequate temperature (all seasons)	Y / N / NA	_____
Fire Safety and Exits		
Sprinkler System (>7500/12000SF)	*Y / N / NA*	_____
Fire Extinguishers	Y / N / NA	_____
Two separate exits	Y / N / NA	_____
Unlocked/Unblocked	Y / N / NA	_____
Lead to proper egress area	Y / N / NA	_____
Exit signs (illuminated, clear path)	Y / N / NA	_____
Open in egress direction	Y / N / NA	_____
Lifts/Pits		
28” clear space around vehicle (L/P)	Y / N / NA	_____
Lift load rated (L)	Y / N / NA	_____
Lockbars (L)	Y / N / NA	_____
Pit minimum of 48” deep (P)	Y / N / NA	_____
Two exits from pit (P)	Y / N / NA	_____
Adequate Stairs/Ladders (P)	Y / N / NA	_____
Pits have adequate guarding (P)	Y / N / NA	_____
Pits have adequate ventilation (P)	Y / N / NA	_____
Emergency Action		
ANSI Eyewash Station	Y / N / NA	_____
First Aid kit available	Y / N / NA	_____
Emergency Action Plan	Y / N / NA	_____
Electrical/Lighting		
Adequate lighting	Y / N / NA	_____
No exposed wiring/open elec. boxes	Y / N / NA	_____
Electrical panel marked / clear space	Y / N / NA	_____
GFCI if within 6’ of water	Y / N / NA	_____
All lamps & bulbs covered/protected	Y / N / NA	_____
Storage		
Ox/Acetylene tanks	Y / N / NA	_____
Battery storage in separate area	Y / N / NA	_____
Overhead storage area load rated	Y / N / NA	_____
Overhead storage secured	Y / N / NA	_____
Ladders secured	Y / N / NA	_____
Other		
No battery charging	Y / N / NA	_____

Other Comments:

_____

_____

(Air Compressor) (Body Repair) (Spraying)

(Refs: NYC Fire Code, NYC Building Code, NYS Building and Fire Codes, OSHA Std 29 CFR 1910, various other standards)

General Facility Conditions

Facility must have adequate housekeeping to include no slip/trip hazards, quick cleanup of spills/fluids, no uncoiled cords or hoses, and no excessive trash/debris. Potential trip hazards and/or uneven flooring surfaces should be well identified with yellow cautionary paint. *Facility must provide adequate mechanical ventilation of standing fumes and vapors which provides at least four air changes per hour. Positively induced exhaust ventilation removal must be provided at all vehicle bay stations where engines may be idled or run while repairs are made. The exhaust ventilation hose must be a minimum of 3" diameter and vent outside of the building.* There must be a toilet room which includes facilities to wash hands (hot and cold water, soap, towels, etc) and it must be kept in a sanitary condition, provide ventilation to the exterior of the building and have a lock on the door. *Inspection Area temperature must be maintained between 48-98° F at all times. Inspector must be provided a suitable location for required paperwork.*

Fire Safety and Exits

Fire Safety: Class D-1 facilities in excess of 12,000SF (*7500SF in R11/(NYC)* must have a sprinkler system. All facilities must have fire extinguishers positioned at a minimum of 50 foot intervals throughout the shop. They must be clearly identified/labeled and access must be unobstructed with 36" of clear space in all directions. Extinguishers must be mounted on the wall, no lower than 4 inches from the ground with and the top no higher than 5 feet from the ground. Type is to be 10ABC or better. Extinguishers should be professionally serviced at least once per year and visually inspected at least once per month. Areas where welding is performed must be kept clear and free of combustibles.
Exits: There must be a minimum of two emergency exits from a garage, at least 30 feet apart. Each must be properly identified, open in the direction of egress, and be kept clear and unobstructed/unlocked. Doors capable of being locked must have a sign indicating they are to remain unlocked when building is occupied. Egress from the exit door to the street must also remain clear and unobstructed. All exits must have an illuminated/luminescent sign capable of being seen during a power outage. If the path to the exit is not easily identifiable, signs indicating which direction the exit is in shall be provided. Any door (or opening that could be mistaken for a door) which is NOT an exit or does not work must be identified with a "Not an Exit" sign. Doors must provide a minimum of 6' 8" headroom from any obstacle. A fire exit may not lead to or through another garage.

Lifts/Pits

General: The area of egress around the inspection lift/pits must be kept unobstructed and clean, providing a clear minimum of 28 inch walk area around the inspection vehicle. This includes equipment and hoses/cables, etc. Holes in excess of 2" diameter must be covered.
Lifts: If inspections are conducted on a lift that has other lifts adjacent to it, those adjacent lifts within 10 feet of the inspection lift may not have a vehicle on them raised or lowered while the MVI is inspecting, nor in their bay if it blocks the MVI's egress. Lifts must be rated for the maximum load and have proper protection to prevent lift from falling. Lifts must provide a minimum of 48" vertical distance between the lowest point of the vehicle and the ground.
Pits: The pit must be a minimum of 48" deep. The entire edge of the pit must have a minimum 4" high toe guard to prevent material from falling into pit. There must be two exits from the pit, remote from each other. Vertical clearance directly above any stair tread to any overhead obstruction (i.e. the lowest point of the vehicle) shall be at least 7 feet measured from the leading edge of the tread. When the pit is not in use, precautions must be in place to prevent someone accidentally falling into the pit by providing either a cover or removable railing or providing a minimum of 3 feet warning (i.e. marked off area). The cover must be able to be secured to prevent accidental movement whereby it could fall into the pit. *Pits shall have mechanical exhaust ventilation taken from near the bottom of the pits. Pit exhaust systems shall be adequate to provide at least four air changes per hour (R11/NYC).*

Emergency Action

There must be a readily accessible Primary Eye Wash Station within 10 seconds travel from the work area. A Primary Eye Wash Station is one that will produce a minimum of 1.5 liters/0.4 Gallons per minute flow for 15 minutes, at a velocity that will not injure an eye. For plumbed stations, the water temperature should be tepid (lukewarm), not cold or hot. For self-contained stations, the solution should be at room temperature. The eye wash station must be kept clean and serviceable in accordance with the manufacturer's recommendations. Secondary Primary Eye Wash Stations (i.e. small bottles) may be in immediate work area but the requirement for the Primary Eye Wash Station remains the same. There must be a first aid kit containing at a minimum: rubber gloves, Band-Aids, cleansing wipes. Inspectors should be briefed on what to do in an emergency prior to starting work.

Electrical/Lighting

Facility lighting must be adequate with the shop doors closed. All electrical boxes and electric service panel must be covered and there can be no exposed wiring or sockets with no light bulbs. All extension cords must be of sufficient amperage for load and show no signs of damage. The area around an electrical service area/panel must be kept unobstructed and clean with a minimum of 36 inches of clear area in all directions. Individual circuit breakers/ fuses must be identified as to what they control. Any electrical outlet within 6 feet of a water source must be GFCI. All low-level (less than 8' high) lighting fixtures must have protective covering. Incandescent light bulbs must be covered or protected.

Storage

Oxygen and acetylene tanks must be properly stored. Both full and empty tanks must be secured in such a way as to prevent accidental tip-over and kept at least 20' apart or separated by a one-hour fire-resistant wall. All batteries must be stored properly, in a closed area away from people. Charging of batteries is not to be done in area where people work. Areas which are used for storage that are above occupied rooms must be evaluated for maximum load rating and have a sign indicating that rating posted. Any item stored over 6' high must be secured to prevent it from falling. Ladders kept in the shop area must be secured in their storage space. Any large or heavy object which could fall or tip over must be properly stored or secured.

Other

Oxygen/Acetylene welding equipment must have a spark arrester between the nozzle tip and the bottle
Air compressor in shop area is not to be run while MVI is working.
Body repair, refurbishing and painting may not be conducted in the facility while an MVI is in the facility. In addition, spray brake cleaners or other aerosol hazards shall not be used when MVI is in the facility.