



OFFICE ASSESSMENT, SAFETY AND SECURITY CHECKLIST

State Form 55774 (2-15)

Family and Social Services Administration

Name of person inspecting facility	Title	Date of Inspection (<i>month, day, year</i>)
------------------------------------	-------	--

Name of facility	Physical Address (<i>number and street</i>)	City	ZIP code	
Name of on-site supervisor	Title	Work telephone ()	Mobile number ()	Email address

Name of landlord company	Name of contact	Work telephone ()	Mobile number ()	Fax number ()
Address (<i>number and street</i>)	City	ZIP code	Email address	

Inspection Items		Y	N	N/A	Comments / Corrective Action	Repair Date (<i>month, day, year</i>)	Follow-up Date (<i>month, day, year</i>)
General – Office							
1	Are floors clean and in good condition without cracks?						
2	Are carpeted floors maintained and in good repair?						
3	Are floor mats or similar protection provided to prevent slipping?						
4	Are painted and wallpaper-covered walls in good condition?						
5	Housekeeping						
	a. Are work areas clean and orderly?						
	b. Are all spilled materials or liquid cleaned up immediately?						

Inspection Items		Y	N	N/A	Comments / Corrective Action	Repair Date (month, day, year)	Follow-up Date (month, day, year)
	c. Are “Wet Floor” signs being used as needed?						
	d. Is trash picked up and disposed of on a regular basis?						
	e. Are walls, window sills, baseboards and woodwork clean?						
	f. Are air registers clean and free of dirt and dust accumulation?						
	g. Are all cleaning products properly labeled?						
	h. Are storage areas clean and free of clutter?						
	i. Are water fountains clean and operating properly?						
	j. Are all toilets and washing facilities clean and sanitary?						
6	All furniture is in safe, good operating condition.						
7	Are required posters posted in a conspicuous location for all to view?						
8	Are ceiling tiles in place, without stains and in good condition?						
9	Are aisles unobstructed and free of boxes or storage?						
10	Are work areas free of tripping hazards?						
11	Are elevator inspection certificates up-to-date?						
12	Are elevators functioning properly?						
13	Are stairs provided with stable hand rails?						
14	Where steps are located in the building, are treads in good repair and of non-slip material?						

Inspection Items		Y	N	N/A	Comments / Corrective Action	Repair Date (month, day, year)	Follow-up Date (month, day, year)
15	Are pest control measures in place where needed?						
16	Is the temperature of the building maintained at a comfortable level?						
17	Are door labels in place for rooms containing electrical, furnace, mechanical and housekeeping?						
18	Does the use of personal heaters comply with the agency's current Use of Personal Heaters Operational Procedure?						
19	Is the building free of offensive odors?						
20	Are doors operable and locks functional?						
21	Is there sufficient hot water?						
22	Are gas water heaters properly ventilated?						
23	Are water heaters and connectors free of leaks?						
24	Are all components of the building security system in good working order (<i>camera, door locks, and panic buttons</i>)?						
25	Are HVAC filter changes performed regularly and documented?						
26	Is signage in good repair, legible and professional in appearance?						
General - Electrical							
1	Are electrical cords on equipment in good condition?						
2	Is electrical service adequate so that breakers do not trip?						
3	Are Ground Fault Circuit Interrupters (GFCI) installed around water sources?						
4	Are light fixtures operable?						

Inspection Items		Y	N	N/A	Comments / Corrective Action	Repair Date (month, day, year)	Follow-up Date (month, day, year)
5	Do all light fixtures have protective lens or covers in place to prevent lamp breakage?						
6	Are power strips used singularly and not daisy chained?						
7	Are only UL approved power strips, with surge protection and circuit breakers, in use?						
8	Is the electrical/mechanical room clear of any stored items?						
9	Are all circuit breakers in the electrical panels properly identified and labeled?						
10	Is the cover plate inside the electrical panel free of holes which would allow exposure to live wires?						
11	Do all wall receptacles have cover plates?						
General – Building Exterior & Grounds							
1	Are there thumb breaks on deadbolts for exterior doors to allow keyless egress?						
2	Are parking lots free of weeds growing out of paved surfaces?						
3	Are parking lot edges free of encroaching weeds?						
4	Are parking lot(s) free of cracks, hole, or obstructions?						
5	Does water drain properly following a rain?						
6	Are all vehicle parking spaces properly and legibly marked?						
7	Are all lights on the building and/or parking lot functioning properly?						
8	Are signs around the building in good repair and legible?						
9	Is waste dumpster free of debris around the outside?						

Inspection Items		Y	N	N/A	Comments / Corrective Action	Repair Date (month, day, year)	Follow-up Date (month, day, year)
10	Are exterior walls free of cracks?						
11	Are sidewalks free of cracks and unevenness?						
12	Are windows in good repair and without cracks or breakage?						
13	Is caulking in good condition to seal out the elements?						
14	Are painted surfaces in good condition?						
15	Americans with Disability Act (ADA)						
	a. Where available, are door openers in good working order for the public?						
	b. Are ADA parking spaces accessible?						
	c. Are routes from the parking space to the building in good repair?						
	d. Are wheel chair ramps available, in good repair and clear of obstructions?						
	e. If equipped, ADA ramp is graded not to exceed one inch per one foot of length.						
	f. Is the service counter and kiosk areas ADA compliant?						
16	Have employees been instructed on how to use office related mechanical equipment they are required to use?						
17	Is work being performed so that employees are not exposed to occupational injuries/hazards?						
18	Is office equipment well maintained for safety and functionality?						
Fire Protection							
1	Are fire extinguishers mounted, unobstructed and easily identifiable?						

Inspection Items		Y	N	N/A	Comments / Corrective Action	Repair Date (month, day, year)	Follow-up Date (month, day, year)
2	Are fire extinguishers inspected monthly?						
3	Are fire extinguishers inspected annually by licensed fire extinguisher service?						
4	Is a fire alarm system available and functioning properly?						
5	Is the fire alarm system tested annually?						
6	Are there fire alarm pull stations accessible?						
7	Has the fire alarm system been inspected yearly by a Certified Fire Alarm System Specialist?						
	a. Date of last annual inspection (month, day, year):						
8	Are fire drills conducted at least annually?						
	a. Date of last drill (month, day, year):						
9	Where available, are automatic fire sprinkler systems checked annually by a licensed inspector?						
	a. Date of last inspection (month, day, year):						
	b. Is there a minimum of clearance of eighteen (18) inches maintained around every sprinkler head?						
10	Are stairwells free of obstructions and stored items as required by the fire marshal?						
Emergency Preparedness							
1	Are emergency evacuation procedures posted?						
2	Have employees been instructed and know what to do in the event of an emergency?						
3	Is the posted emergency evacuation map accurate?						

Inspection Items		Y	N	N/A	Comments / Corrective Action	Repair Date (month, day, year)	Follow-up Date (month, day, year)
4	Are basic first aid supplies readily available?						
5	Where provided, is the Automated External Defibrillator (AED) charged and available for use?						
6	Is a full load test performed two (2) times annually? Date of last exercise (month, day, year):						
7	Is there a repair log kept for the generator?						
8	Is there a hand held flash light available and in good working order with backup batteries?						
9	Are all emergency exit doors properly marked with 5" x 1/2" lettering and functioning properly?						
10	Are exit sign arrows pointing in the right direction?						
11	Are the doorways that are NOT EXITS clearly marked, NOT AN EXIT?						
12	Are monthly tests performed on exit lights?						
13	Are records kept documenting exit lights have been tested monthly?						
14	Is emergency lighting provided throughout means of egress travel?						
15	Has an annual test been conducted on every battery backup emergency lighting unit for not less than 1½ hours?						
16	Are written records kept of visual inspections and testing of emergency lighting performance?						
Facilities Management							
1	Are a sufficient amount of toilets and washing facilities provided?						
2	Is storage adequate?						
3	Is the roof in good condition? When was the roof last replaced?						

Inspection Items		Y	N	N/A	Comments / Corrective Action	Repair Date (month, day, year)	Follow-up Date (month, day, year)
4	Does the HVAC system provide adequate climate control?						
5	Are filter changes logged and made on schedule?						
6	Are bollards installed around the building which adds an element of protection to the building?						
7	Are there adequate numbers of fire extinguishers readily accessible?						
8	Are walls or floors free of penetrations unless sealed with a fire sealant?						
9	Are fire doors operable with proper hardware, door closer and latch that work?						
10	Are fire doors properly closed?						
11	Are doors arranged to readily open from the egress side when building is occupied?						
12	Do stairwell doors have properly functioning closers and latches?						
13	Is the fire door provided with panic hardware so the door can be readily opened?						
14	Is an emergency generator available?						
15	Is the generator exercised weekly for a period of thirty (30) minutes? If no, date of last exercise (month, day, year):						
16	Are all necessary records for generators being kept?						
17	Is the emergency generator's primary fuel supply monitored?						
18	Is there an alternative fuel source in the event the primary source is exhausted?						
	a. Date generator was installed new (month, day, year):						

Inspection Items		Y	N	N/A	Comments / Corrective Action	Repair Date <i>(month, day, year)</i>	Follow-up Date <i>(month, day, year)</i>
Other Observations							