

# Appendix B: Return to Workplace Checklist

Building:		Room number(s):
College/Department:	Unit:	
Completed by:		Date:

It is the responsibility of the faculty or staff member to ensure their office space is safe for work. This includes inspecting the room and workstation and reporting any new or worsening issues that need to be addressed to your supervisor.

**Please submit completed checklist to your supervisor.**

✓	<b>Workplace Checks</b>	
	All doors and locks are functional, and keys work.	Please contact Facilities at: <a href="https://paws.usask.ca/go/facilities">https://paws.usask.ca/go/facilities</a> to request service for any issues in your personal office space.
	Built in light fixtures are not damaged or burnt out.	
	No mice, other rodent, or insect issues observed.	
	There are no observed water drips, leaks or damage to ceiling, walls, floors, or windows.	
	No mould odours or mould growth is present.	
✓	<b>Workstation Checks</b>	
	Electrical equipment and power cords are in good condition and properly maintained, no burn/ scorch marks or cracks are visible.	Please contact your supervisor with questions or concerns.  For immediate health and safety issues, please call: 306-966-8838 or email <a href="mailto:safetyresources@usask.ca">safetyresources@usask.ca</a> .
	Cords are not exposed to foot traffic.	
	Kitchenette fridges emptied of spoiled foods and ready for use.	
	Office chairs and desks have been returned and are in good working order.	
	Power cords are not daisy chained (connected in series).	
	Work areas and work surfaces are in good condition.	
	Storage is appropriate and aisle ways clear	
	Furniture in is good repair with no visible damage.	
	Floors and the ground are clean and free of debris.	
✓	<b>Other</b>	