Office Inspection Checklist



- [ ] Are the floors always clean of litter and/or spilled liquid?
- [ ] Are floor surfaces chipped and uneven: does carpeting show worn spots or holes?
- [ ] Are aisles and walkways free of boxes, wastebaskets, chairs, and other obstacles that impede traffic?
- [ ] Are electric and telephone cords placed where they might trip others?
- [ ] Do electrical cords look frayed? Are they draped over hot pipes, bent around hooks or sharp edges, or are they stepped on?
- [ ] Are poorly made or flimsy extension cords in use?
- [ ] Are all appliances connected with three-pronged plugs?
- [ ] Are electric outlet boxes or bonnets on the floor exposed so that they pose a tripping hazard?
- [ ] Are employees allowed to stand on chairs, desks, boxes, drawers, or other improvised ladders?
- [ ] Is the paper cutter placed in a safe location where there is enough safe room to work?
- [ ] Are employees still using spike files or pencil holders with pencil points up?
- [ ] Is the machinery turned off when not in use? Do employees wear dangling jewelry or floppy clothing around moving machinery (rotating machines, shredders)?
- [ ] Are razor blades or pins mixed in with paper clips?
- [ ] Are employees allowed to lean way back in chairs, with feet up on the desk?
- [ ] Do employees put tops on cups of coffee or other liquids while carrying them through the office (to avoid spills)?
- [ ] Do employees run in the office?
- [ ] Are scissors properly stored: do they have rounded points?
- [ ] Are stair handrails, treads, and risers in good condition and stairs well lighted?

- [ ] Are stairs free of litter, paper clips, scraps, and spills?
- [ ] Are desk or file drawers left open?
- [ ] Are files, lockers, cabinets, and bookcases bolted securely?
- [ ] Is more than one file drawer usually opened at once?
- [ ] Are files top-heavy, with empty drawers at the bottom and full drawers on top?
- [ ] Are boxes, papers, and books stored on top of files, storage cabinets, or windowsills?
- [ ] Are transparent glass doors marked so they can be seen?
- [ ] Are floors painted or marked under the swing of solid doors to indicate the striking radius?
- [ ] Must employees step up or down while going through a doorway? If so, is a warning sign posted and steps painted a caution color?
- [ ] Do self-closing doors have too much spring tension?
- [ ] Are fire exits clearly marked and free of obstructions?
- [ ] Are fire extinguishers locations marked (usually at ceiling height on the wall) so they are visible from a distance?
- [ ] Have fire extinguishers been inspected recently?
- [ ] Are both A and B-C extinguishers readily available where necessary?
- [ ] Do all employees know the location of exits, alarms, and extinguishers?
- [ ] Are nonflammable fluids used whenever possible?
- [ ] Are flammable fluids properly stored in safety cans and approved safety cabinets?
- [ ] Are emergency numbers posted for police, fire department, and ambulance?
- [ ] Are fire drills conducted frequently, (semi-annually)?
- [ ] Are combustibles stored near machinery or heat sources?
- [ ] Are sprinklers, fire detectors, and hoses clean and in good working order?
- [ ] Are doors to enclosed stairwells kept closed at all times?
- [ ] Are all accidents promptly reported?
- [ ] Are adequate first-aid supplies on hand?
- [ ] Are company parking lots well lit, clearly marked and generally free of tripping hazards?
- [ ] Are elevators properly maintained and periodically inspected according to government standards?
- [ ] Is there a plan to assist people who may be trapped in an elevator? (including how to safely remove them, whom to call, how to prevent panic?)
- [ ] Are all elevator landings posted “Do not use elevator during an emergency or fire”?
- [ ] Is smoking forbidden in elevators? Are elevators posted with “No Smoking” signs?

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