

# UBC Okanagan Building / Room Inspection Checklist

\*Reminder: UBC ID should be visible  
Advise residence staff (in advance) of intent to inspect

Building:

Room numbers:

Inspectors:

Date:

Floors and Walkways	Yes	No	n/a
Are aisles clear of materials or equipment?			
Are main aisles at least 1 m (36 in) wide?			
Are doorways clear of materials or equipment?			
Are carpets or tiles in good condition, free of loose or lifting carpeting or tile?			
Are floors clean and free of oil or grease?			
Are floors kept dry?			
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than 3 boxes high?			
Door way thresholds – check for possible tripping hazards – interior/exterior			
Stairs, Ladders, and Platforms	Yes	No	n/a
Are ladders safe and in good condition?			
Are stair handrails fastened to the wall securely?			
Are stairwells clear of materials and equipment?			
Are stairs and handrails in good condition?			
Are ladders and stairs provided with anti-slip treads?			
Walls	Yes	No	n/a
Are signs and fixtures securely fastened to the wall?			
Lighting	Yes	No	n/a
Are lighting levels in work areas adequate?			
Are work areas free of glare or excessive lighting contrast?			
Is task lighting provided in areas of low light or high glare?			
Are windows covered with blinds, drapes, or other means of controlling light?			
Does emergency lighting work?			

Storage	Yes	No	n/a
Are supplies and materials stored properly on shelves?			
Does your storage layout minimize lifting problems?			
Are trolleys or dollies available to move heavy items?			
Are floors around shelves clear of rubbish?			
Are racks and shelves in good condition?			
Electrical	Yes	No	n/a
Are electrical cords in good repair?			
Is there clear access to electrical panels and switch gear?			
Are electrical cords secured?			
Are proper plugs used?			
Are plugs, sockets, and switches in good condition?			
Are ground fault circuit interrupters available, if required?			
Are portable power tools in good condition?			
Equipment and Machinery	Yes	No	n/a
Is equipment and machinery kept clean?			
Is the equipment regularly maintained?			
Are operators properly trained?			
Are start/stop switches clearly marked and in easy reach?			
Is machinery adequately guarded?			
Is there enough workspace?			
Are noise levels controlled?			
Are fumes and exhaust controlled?			
Do you have a lockout procedure in place?			
Chairs	Yes	No	n/a
Are chairs in good condition?			
Are chairs properly adjusted?			
Do they provide adequate back support?			

Computers	Yes	No	n/a
Are display screens free of dust?			
Are display screens bright enough with sufficient contrast?			
Are display screens positioned at a comfortable viewing level?			
Are the mouse and keyboard on the same level?			
Does the angle of the keyboard allow worker to work with his/her wrists straight?			
Fire Safety and Security	Yes	No	n/a
Are fire extinguishers clearly marked?			
Are fire extinguishers properly installed on walls?			
Have fire extinguishers been inspected within the last year?			
Are workers trained to use fire extinguishers?			
Are flammable liquids properly stored?			
Will space heaters shut off automatically when tipped over?			
Are emergency phone numbers close to phones?			
Are smoke, fire, and burglar alarms in place?			
Entrances and Exits	Yes	No	n/a
Is there safe access for staff, students, faculty and visitors?			
Are emergency exits clear of materials or equipment?			
Are emergency exit signs working?			
Are emergency lighting units provided? Are they working?			
First Aid	Yes	No	n/a
Is a first aid kit accessible and clearly labeled?			
Is the first aid kit adequate and complete?			
Is the first aid kit clean and dry?			
Are emergency numbers displayed and procedures understood?			
Are accident report forms readily available?			

Garbage	Yes	No	n/a
Are bins located at suitable points?			
Are bins emptied regularly?			
Hazardous Materials (excluding laboratories)	Yes	No	n/a
Are Material Safety Data Sheets provided for all hazardous materials?			
Are containers clearly labelled?			
Are hazardous materials properly stored?			
Are hazardous materials disposed of properly?			
Environment	Yes	No	n/a
Is air quality good?			
Are workers protected from cool drafts or excessive heat?			
Are workers protected from excessive or irritating noise?			
Parking	Yes	No	n/a
Are parking spots and walkways appropriately lighted?			
Are parking spots safe? ( <i>names should not be painted on spots</i> )			
Are workers encouraged to use a buddy or escort?			
Is a speed limit posted in the parking lot?			
General Questions	Yes	No	n/a
Do staff, faculty and students know where to go and who to call for first aid assistance?			
Do users of controlled products know where to find MSDSs for chemical products?			
Do staff, students and faculty know where to find personal protective equipment (for example, disposable gloves, eye protection)?			
Do staff, students and faculty know how to use personal protective equipment?			

General Comments:

Copies to be distributed to:

- UHSC Co-Chairs
- Director of Facilities Management
- Director, Health, Safety and Environment (HSE) – via Connie Neid ([constance.neid@ubc.ca](mailto:constance.neid@ubc.ca))