

# Inspection Audit Worksheet

**Campus/Center Safety Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office/Classroom Type Instructional Areas:**

Issue	Yes	No	Comments
Access/Egress <ul style="list-style-type: none"> <li>• Aisles Clear</li> </ul>			
Exits <ul style="list-style-type: none"> <li>• Marked, clear and unlocked</li> </ul>			
Fire Extinguishers <ul style="list-style-type: none"> <li>• Mounted, accessible, inspected</li> </ul>			
Emergency Action Plan <ul style="list-style-type: none"> <li>• Evacuation Routes Posted</li> <li>• Emergency Maps Posted</li> <li>• Emergency Guides Posted in Rooms</li> </ul>			
Power cords <ul style="list-style-type: none"> <li>• Good condition</li> <li>• Placement/storage</li> </ul>			
Office Equipment <ul style="list-style-type: none"> <li>• Good condition</li> </ul>			
Air Quality <ul style="list-style-type: none"> <li>• Temperature</li> <li>• Air flow</li> </ul>			
Lighting <ul style="list-style-type: none"> <li>• General</li> <li>• Task</li> </ul>			
Storage <ul style="list-style-type: none"> <li>• File Cabinets</li> <li>• Heavy items low</li> </ul>			
Other ISSUES noted:			

Campus/Center Safety Committee:

Date: \_\_\_\_\_

**Shop Type Areas:**

Issue	Yes	No	Comments
Access/Egress <ul style="list-style-type: none"> <li>• Aisles Clear</li> </ul>			
Exits <ul style="list-style-type: none"> <li>• Marked, clear, unlocked</li> </ul>			
Fire Extinguishers <ul style="list-style-type: none"> <li>• Mounted, accessible, inspected</li> </ul>			
First Aid Kits <ul style="list-style-type: none"> <li>• Accessible, inspected, items replaced</li> </ul>			
Emergency Action Plan <ul style="list-style-type: none"> <li>• Evacuation routes posted</li> <li>• Emergency Maps posted</li> <li>• Emergency Guides posted</li> </ul>			
Eye Wash/Showers <ul style="list-style-type: none"> <li>• Functional, inspected monthly, accessible</li> </ul>			
Lighting <ul style="list-style-type: none"> <li>• Adequate</li> </ul>			
Lockout/Tagout <ul style="list-style-type: none"> <li>• Written procedures, locks/tags</li> </ul>			
PPE <ul style="list-style-type: none"> <li>• Available, correct types</li> <li>• Appropriately worn when needed</li> </ul>			
Ladders <ul style="list-style-type: none"> <li>• No loose, worn, damaged rungs or side rails</li> </ul>			
Machine Guarding <ul style="list-style-type: none"> <li>• Not bent, broken or lost</li> </ul>			
Housekeeping <ul style="list-style-type: none"> <li>• Aisles clear, storage, no food/drink in shop</li> </ul>			
Cranes and Slings/Hooks <ul style="list-style-type: none"> <li>• No damaged hoist chains, wire ropes, mechanical parts, rails, wheels</li> <li>• No damage, cracks, deformations</li> <li>Hook latches present</li> </ul>			

Campus/Center Safety Committee:

Date:

**Shop Areas Continued:**

Issues	Yes	No	Comments
Welding <ul style="list-style-type: none"> <li>• Torches: Hoses, connections and valves good repair</li> <li>• Electric Welding leads and equipment in good repair</li> <li>• Compressed gases stored upright, chained</li> <li>• Manifolds, pressure regulators, hoses, gauges, relief valves in good condition</li> <li>• Proper ventilation</li> <li>• Proper PPE</li> </ul>			
Compressed Air <ul style="list-style-type: none"> <li>• Hoses, air nozzles, wands in good condition</li> <li>• Proper use</li> </ul>			
Portable Tools <ul style="list-style-type: none"> <li>• Machine guards, handles, cords in good repair</li> <li>• Proper storage</li> </ul>			
OTHER ISSUES			