

General Office Inspection Checklist

- Is the lighting adequate and in good condition?
- Is there adequate ventilation?
- Is the temperature well controlled?
- Are aisles and exits free from obstructions?
- Do drawers open away from walkways and exits?
- Are wall-mounted cabinets, stand-alone bookcases, and wall-mounted shelves well secured to building surfaces to prevent from falling over?
- Are heavier objects stored in lower leveled drawers/shelves?
- Are floors clear from tripping hazards (e.g. cords)?
- Are the ceiling tiles in place and free of any water leaks or stains?
- Are extension cords NOT being used as a permanent remedy due to a lack of electrical outlets? Are power bars used only for computers?
- Are electrical cords in good condition, secured along the wall and properly grounded?
- Are electrical cords and appliances away from radiators and/or steam pipes and water (sinks)?
- Are electric fans protected with guards of ½ inch mesh (or smaller)?
- Are space heaters approved for use by FMD and plugged directly into a wall receptacle?
- Are space heaters UL listed (i.e. automatic "shut-off" feature)?
- Are recycling and garbage being removed on a regular basis?
- Are emergency numbers prominently posted (In an emergency, call 911 poster) in a communal space?
- Other (e.g. noise, dust)