UBC Okanagan

JOHSC Building / Room Inspection Checklist

Instructions:

* Review deficiencies from most recent (previous) inspection report for the building being inspected and then verify implementation of corrective actions while conducting this inspection. If the status of the deficiency/corrective action is incomplete, carry item(s) forward on this inspection checklist and describe why the status is incomplete in section 3: “POSITIVE ACTIONS/INITIATIVES/COMMENTS”.
* Inspect publicly-accessible areas of building.
* For each item on list, refer to the brief descriptions in section 1: “SPECIFIC CATEGORIES”. Check off the item as “OK” to indicate adequate state or condition throughout building, “NEEDS ATTENTION” for substandard issues to be resolved, or “N/A” if the item is not applicable/present in the building. Record details in section 2: “OBSERVATIONS”.
* If assistance is required to assess an item, email [hse.ok@ubc.ca](mailto:hse.ok@ubc.ca) with an explanation and a photo, if possible.
* Report observations requiring corrective action in section 4: “FOLLOW-UP”. Submit “work request” for observations requiring follow-up from Facilities Management into the Archibus work request system ([www.fis.infrastructuredevelopment.ubc.ca/archibus](https://www.fis.infrastructuredevelopment.ubc.ca/archibus)); record work request numbers on this checklist.
* Optional: add photos to end of document to assist with descriptions of observations.
* HSE will retain completed inspection records for a minimum of 2 years.

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| **Building:** |  | **Date of Inspection:** | **YYYY/MM/DD** |

1. **SPECIFIC CATEGORIES:**

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|  | **TYPE OF AREA** | **DESCRIPTION** | **OK** | **NEEDS ATTN.** | **N/A** |

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| **1.** | **HOUSEKEEPING** | | | | |
| a. | Floors clean and clear of waste/debris | Inspect floors for debris, liquids or other materials that could pose a slip or trip hazard. |  |  |  |
| b. | Flooring / Baseboards in good condition | Floors are free of lifted or missing surfaces, carpet damage. |  |  |  |
| c. | Ceiling tiles in good condition | Ceiling tiles are in place, free of damage, no water stains, etc. |  |  |  |
| d. | No protruding objects | All cabinet drawers are closed when unattended. All surfaces are in good repair, e.g. no snags or sharp objects/corners protruding that could cut/injure someone. |  |  |  |
| e. | Office and common furniture in good repair | Good repair means legs are level, castors on chairs not broken, no torn or ripped covers. |  |  |  |

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| **2.** | **AISLES, CORRIDORS & STAIRWELLS** | | | | |
| a. | Aisles, corridors & stairwells are unobstructed | Access and egress is unobstructed with nothing piled in aisles or moveable objects (e.g. carts) parked in aisle; no items whatsoever in stairwells. |  |  |  |
| b. | Aisles wide enough to accommodate employees and equipment | Aisles are at least 1.1 metres (43.3 inches) wide to accommodate movement of materials and people without colliding. |  |  |  |

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| **3.** | **STORAGE** | | | | |
| a. | Shelving used for storage is secured properly | For moveable shelving, stabilizing bracing is installed/secured to the wall (based on load). |  |  |  |
| b. | Bins and racks provided, appropriately used and properly secured | Stacked materials do not pose a risk of toppling. |  |  |  |
| c. | Ladders/step stools are available for reaching materials on shelving | Appropriate ladders/step stools are available for reaching materials on overhead shelves. |  |  |  |

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|  | **TYPE OF AREA** | **DESCRIPTION** | **OK** | **NEEDS ATTN.** | **N/A** |

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| **4.** | **FIRE PREVENTION** | | | | |
| a. | Sprinkler heads are unobstructed | Nothing within 45 centimetres (18 inches) in any direction from the sprinkler head e.g. check shelving heights and stacked materials. |  |  |  |
| b. | Fire extinguishers are accessible, mounted, and tagged | Fire extinguishers are accessible and mounted in a visible location with a tag that indicates it is being maintained annually (by Facilities Management). |  |  |  |
| c. | Fire doors are not propped open | Fire doors stop the movement of smoke and fire through a building – e.g. doors leading into stairwells/elevator lobby. |  |  |  |
| d. | Only approved personal appliances are in use | Only use appliances that have CSA, ULC or other approved electrical certifications (refer to Technical Safety BC for equivalents). |  |  |  |
| e. | Personal appliances unplugged when not in use | Personal appliances (e.g. space heaters, coffee makers, kettles, etc.) must be unplugged when not in use. |  |  |  |
| f. | Space heaters | All space heaters must have an automatic shut-off that de-energizes the heater if it tips over. |  |  |  |
| g. | Baseboard heaters | Where present, ensure furniture and other combustible materials are not in contact with baseboard heaters. |  |  |  |

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| **5.** | **EMERGENCY PREPAREDNESS** | | | | |
| a. | Emergency procedures readily accessible/posted | General and department-specific procedures created for potential scenarios are accessible. |  |  |  |
| b. | Employees are aware of evacuation procedures | Survey up to 4 employees regarding their awareness of primary and secondary exit routes out of the building. |  |  |  |
| c. | Employees are aware of the Pre-Designated Meeting Point location(s) | Survey up to 4 employees regarding their awareness of external Pre-Designated Meeting Point location(s) for their building. |  |  |  |
| d. | Emergency exit signs are clearly marked | Exit signs clearly indicate the location of emergency exits, are not obstructed, and are properly illuminated. |  |  |  |
| e. | Emergency Warden resources are allocated | Emergency Wardens are identified and information is posted or available to employees (as appropriate). |  |  |  |
| f. | First Aid Procedures | First Aid Procedures (including 250-807-8111 Campus Security Emergency phone number) are posted. |  |  |  |

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| **6.** | **ELECTRICAL** | | | | |
| a. | Electrical cord condition | Electrical cords are not frayed, cracked, or hot to the touch; are not being used as a long-term solution. |  |  |  |
| b. | Electrical outlet covers | Cover plates are in place and secured properly. |  |  |  |
| c. | No overloaded outlets or electrical circuits | No more than one power bar is plugged into each electrical (duplex) outlet. |  |  |  |
| d. | Electrical cord and power bar certifications | Electrical cords and power bars have CSA, ULC or other approved electrical certifications (refer to Technical Safety BC for equivalents).. |  |  |  |
| e. | Adequate lighting | No burnt out or missing bulbs. Task lighting available as necessary to reduce eyestrain hazard. |  |  |  |

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| **7.** | **HAZARDOUS MATERIALS** | | | | |
| a. | No hazardous materials stored in unmarked areas | Hazardous materials include but are not limited to the following: carcinogenic, toxic, corrosive, combustible, explosive, flammable, oxidizers, pyrophoric, unstable, reactive or water-reactive etc. |  |  |  |

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| **8.** | **GENERAL QUESTIONS TO OCCUPANTS** | | | | |
| a. | First Aid | Do occupants know who to call for First Aid assistance? |  |  |  |
| b. | Incident Reporting | Do staff, faculty and students know incident reporting procedures? |  |  |  |

1. **OBSERVATIONS:**

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| **ROOM/AREA** | **DESCRIPTION** |
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1. **FEEDBACK:**

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| **Positive Actions/Initiatives/Comments** |
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1. **FOLLOW-UP:**

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| **Item #** | **Deficiencies Identified for Follow-Up** with description of recommended corrective action(s) | **Person Responsible** | **Target Date** | **Completion Date** |
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| **Item #** | **Building-Related Concerns for Facilities Mgmt.** | **Reported to FM by:** | **Archibus Work Request Number** | **Completion Date** |
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| **MANAGEMENT REVIEW** | | |
| **Manager Name and Position Title** | **Manager Signature** | **Date** |