

# ENVIRONMENTAL HEALTH & SAFETY (aka Safety Office)

## BUILDING INSPECTION FORM REVIEW & TRAINING FOR BUILDING MONITORS

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Safety Specialist, EH&S



Environmental Health & Safety, NMSU



## Environmental Health & Safety

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## NMSU Environmental Health and Safety Policy

### Our Mission

The Office of Environmental, Health and Safety is responsible for facilitating University safety by implementing programs that serve the students, employees and clients within the state. The objectives of NMSU's safety policy are to prevent personal injury or death, to reduce costs caused by inadequate safety procedures and to reduce environmental pollution. This goal boosts morale and improves productivity.

EH&S fulfills its mission to make NMSU a safe environment by implementing programs and services in eight major areas.

1. Education, Training & Protective Equipment
2. Hazardous Waste & Materials Management
3. Health & Safety Inspection/Facility Audits/Activity & Work Reviews
4. Regulatory Compliance
5. Accident & Exposure Investigations
6. Exposure Prevention/Indoor Air Quality
7. Radiation Licensing & Permitting
8. Safety Standard & Procedures

### 2011 Safety & Security Initiatives -Safety Event Schedule-

#### NMSU Safety Updates via Twitter

[XML](#)

- HHS HealthBeat audio program titled "Death by belt size" at <http://t.co/QXJ2gAsF> about 21 hours ago
- FoodSafety.gov primer on food poisoning illnesses that results from eating contaminated food at <http://t.co/8FentYe7> about 21 hours ago
- EH&S promotes lab decommission procedure to prevent violations & for cost savings at <http://t.co/9KlglujP> (pdf at <http://t.co/BxAyflGb>) about 23 hours ago
- FDA warns consumers not to eat Rocky Ford Cantaloupes shipped by Jensen Farms. Details at <http://t.co/nVGWfoWC> 1 day ago
- ATV safety requirements in New Mexico Details at <http://t.co/nLRVd7EN> 1 day ago

Inspection form is on safety web at <http://safety.nmsu.edu>

Environmental Health & Safety, NMSU

# Building Inspection Form

## Main Topics

- A. General Traffic Area
- B. Housekeeping
- C. Electrics
- C. Emergency Equipment
- D. Storage & Procedures
- E. Other items

NMSU Environmental Health & Safety

Inspection area type: \_\_\_\_\_ office; \_\_\_\_\_ classroom; \_\_\_\_\_ auditorium; \_\_\_\_\_ hallway  
 Date: \_\_\_\_\_ Bldg Name: \_\_\_\_\_ Room/area: \_\_\_\_\_  
 Dept: \_\_\_\_\_ Dept Head: \_\_\_\_\_ Division: \_\_\_\_\_  
 Area/Bldg Monitor: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

	Yes/OK	NA	NO	corrections & responsibility
<b>A. General Traffic Area</b>				
1. Walkways and doors unobstructed?.....	_____	_____	_____	_____
2. Are aisles clear & at least 3 feet wide?.....	_____	_____	_____	_____
3. Are floors & walkways free of cords, broken and uneven surfaces, or sharp objects? .....	_____	_____	_____	_____
4. Is the lighting sufficient and with working bulbs/lamps? .....	_____	_____	_____	_____
<b>B. Housekeeping</b>				
1. Are areas uncluttered, organized & neat?.....	_____	_____	_____	_____
2. Materials stored in a safe manner (especially overhead), stools or ladder if high storage, no tippable cabs/shelving? .....	_____	_____	_____	_____
3. Are materials stored so they don't stick out and can't fall?.....	_____	_____	_____	_____
4. Are stairs in good condition & well lit?.....	_____	_____	_____	_____
<b>C. Electrics</b>				
1. Are the electric controls (switches & outlets) in good shape?.....	_____	_____	_____	_____
2. Are there GFCIs near sinks & wet areas?.....	_____	_____	_____	_____
3. Are walls, floors & ceiling intact, no cording or open holes through them? .....	_____	_____	_____	_____
4. Are electric panels & disconnects accessible unobstructed (30" x 36"), & inner covers?...	_____	_____	_____	_____
<b>D. Emergency Equipment</b>				
1. Are fire extinguishers available (within 75'), mounted, visible, located so easy to access, unit sealed, up-to-date tag? .....	_____	_____	_____	_____
2. Are the fire exits unobstructed and identified? .....	_____	_____	_____	_____
3. Are blocked, non-exit doors identified? .....	_____	_____	_____	_____
4. Are sprinkler heads unobstructed? (at least 18" clearance by the head)? .....	_____	_____	_____	_____
5. If high occupancy, are the emergency lights in working, two exits and crash bars on exits? ...	_____	_____	_____	_____
<b>E. Storage &amp; Procedures</b>				
1. Minimal chemicals present, properly stored, labels intact, incompatibles separated, no chems in eating or food storage area? .....	_____	_____	_____	_____
2. Are emergency contacts posted, emergency action plan available/up to date, evacuation routes posted? .....	_____	_____	_____	_____
<b>F. Other Items of Concern</b>				
.....	_____	_____	_____	_____
.....	_____	_____	_____	_____
.....	_____	_____	_____	_____

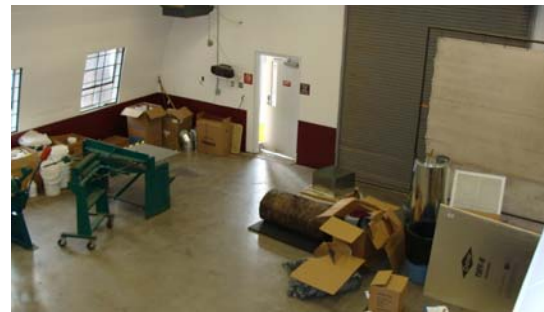
\* Unless marked with a WO number, the department is responsible for correcting all above safety concerns.

Inspection form is on safety web at <http://safety.nmsu.edu>



# A. General Traffic Area

## 1. Walkways and doors unobstructed?



# A. General Traffic Area

2. Are aisles clear & at least 3 feet wide?



## A. General Traffic Area

3. Are floors & walkways free of cords, broken and uneven surfaces, or sharp objects?





## A. General Traffic Area

4. Is the lighting sufficient and with working bulbs/lamps?



## B. Housekeeping

1. Are areas uncluttered, organized & neat?





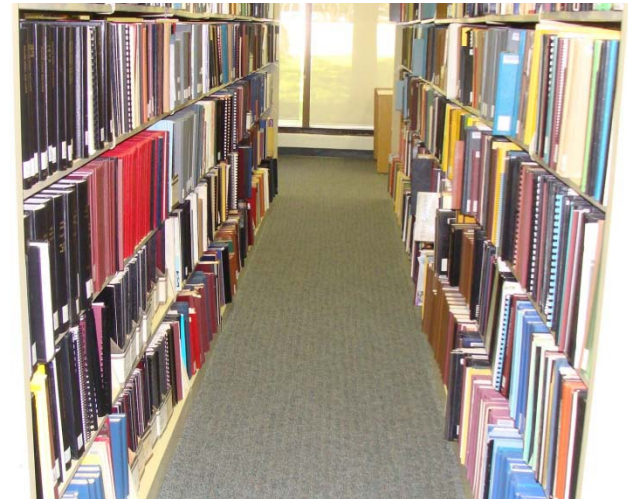
## B. Housekeeping

2. Materials stored in a safe manner (especially overhead), stools or ladder if high storage, no tippable cabs/shelves?



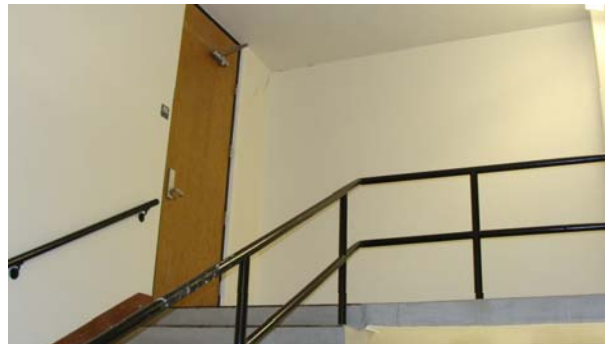
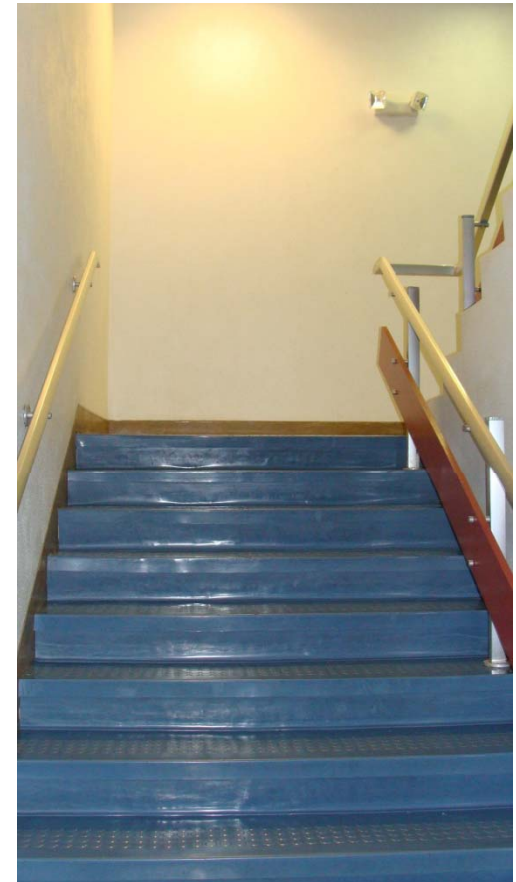
## B. Housekeeping

3. Are materials stored so they don't stick out and can't fall?



## B. Housekeeping

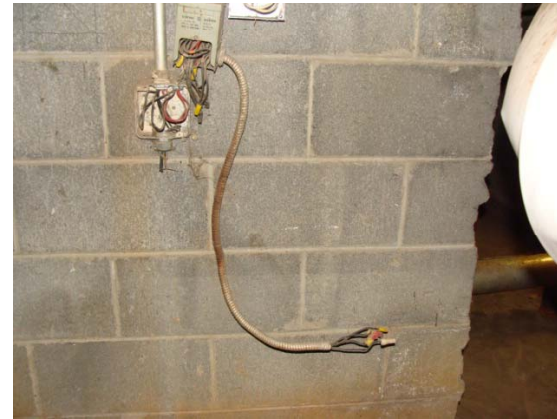
4. Are stairs in good condition & well lit?





# C. ELECTRICS

1. Are the electric controls (switches & outlets) in good shape?



# C. ELECTRICS

2. Are there GFCIs near sinks & wet areas?



## C. ELECTRICS

3. Are walls, floors & ceiling intact, no cording or open holes through them?





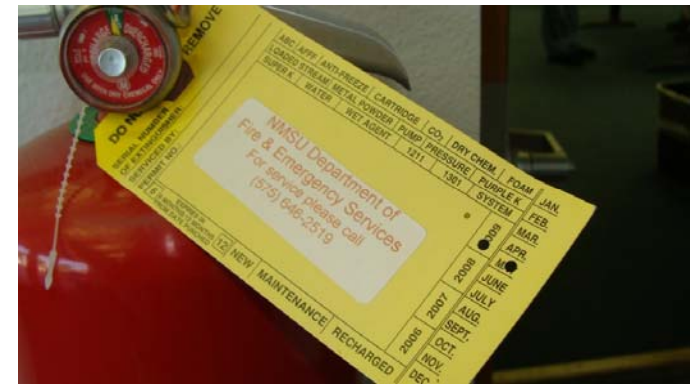
# C. ELECTRICS

4. Are electric panels & disconnects accessible unobstructed (30"x36"), & inner covers?



## D. EMERGENCY EQUIPMENT

1. Are fire extinguishers available (within 75') mounted, viewable, located so easy to access, unit sealed, up-to-date tag?



If not, call or submit a work order to:  
NMSU Fire & Emergency Services  
Website: <http://www.fire.nmsu.edu/>  
Phone: 575-646-2519



# D. EMERGENCY EQUIPMENT

2. Are the fire exits unobstructed and identified?





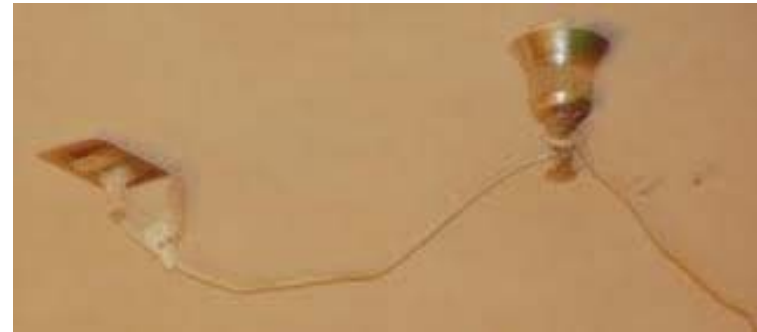
# D. EMERGENCY EQUIPMENT

3. Are blocked, non-exit doors identified?



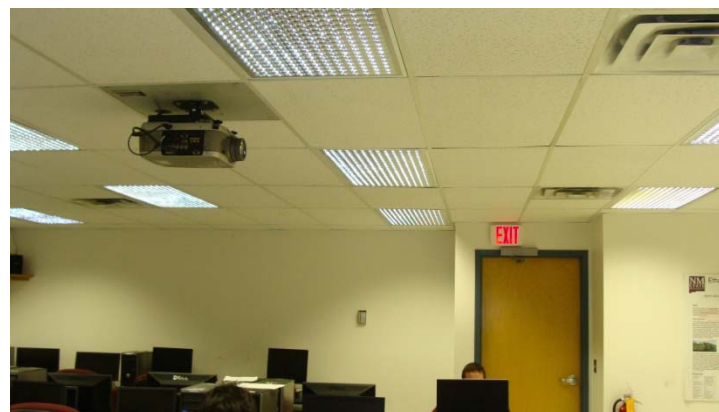
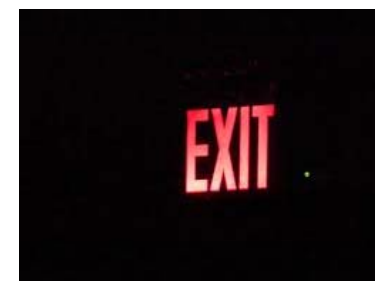
# D. EMERGENCY EQUIPMENT

4. Are sprinkler heads unobstructed?  
(at least 18" clearance by the head)?



## D. EMERGENCY EQUIPMENT

5. If high occupancy, are the emergency lights working, two exits and crash bars on exits?





# Emergency lights & exit signs



Many battery-powered emergency lights & exit signs can be tested by pressing a test button on the side of the unit. If lamps or lettering does not light, likely the battery or unit needs to be replaced.

# E. STORAGE & PROCEDURES

1. Minimal chemicals present, properly stored, labels intact, incompatibles separated, no chemicals in eating or food storage area?



# E. STORAGE & PROCEDURES

2. Are emergency contacts posted, emergency action plan available and up to date, evacuation routes posted?



New Way Finding signage





# F. OTHER ITEMS OF CONCERN

Room Signage



Broken windows



Paint areas for Safety



**Note: \*Unless marked with a WO number on the inspection form the department is responsible for correcting the safety concerns.**



Questions?

Contact

Environmental Health & Safety

575-646-3327

<http://safety.nmsu.edu>



Thank you!



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