

# NMSU Environmental Health & Safety

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

**A. General Traffic Area**

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. Housekeeping**

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?.....

**C. Electric**

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?...

**D. Emergency Equipment**

1. Are fire extinguishers available (within 75'), mounted, visable, 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? ...

**E. Storage & Procedures**

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? .....

**F. Other Items of Concern**

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	Yes/OK	NA	NO	corrections & responsibility
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? .....	_____	_____	_____	_____
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?.....	_____	_____	_____	_____
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?...	_____	_____	_____	_____
1. Are fire extinguishers available (within 75'), mounted, visable, 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? ...	_____	_____	_____	_____
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? .....	_____	_____	_____	_____

\*<sup>1</sup> Unless marked with a WO number, the department is responsible for correcting all above safety concerns.