**Building:**  **Date:**

**Names of Inspectors:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |

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| --- | --- |
|  | **Around the Building** |
| A.1 | Is the address sign or number easily visible? |  |  |  |
| A.2 | Is waste stored in appropriate waste or recycling storage areas? |  |  |  |
| A.3 | Is the property kept clear of litter, combustibles, hazardous materials, etc.? |  |  |  |
| A.4 | If present, are smoking areas clean? Is an appropriate cigarette butt receptacle available? |  |  |  |
|  | **Parking Lot** |
| B.1 | Are appropriate signs posted (e.g., no parking in fire routes, etc.)? |  |  |  |
| B.2 | Are the parking areas free from trip hazards (e.g., no pot holes, cracks, etc.)? |  |  |  |
| B.3 | Is the lighting adequate in the area and walkways at night? |  |  |  |
| B.4 | Is the parking lot kept free of debris? |  |  |  |
| B.5 | In winter, is the parking lot free from ice and snow? |  |  |  |
|  | **Stairs** |
| C.1 | Are stairs, stairwells, and landings kept clear and unobstructed? |  |  |  |
| C.2 | In winter, are stairs, stairwells, and landings kept clear from ice and snow? |  |  |  |
| C.3 | Are stairways adequately lit? |  |  |  |
| C.4 | Are stairs, treads, hand rails, and any guards secure and in good condition? |  |  |  |
| C.5 | Do treads and landings have non-skid surfaces and they are in good condition? |  |  |  |
|  | **Exits / Fire Safety** |
| D.1 | Are all emergency exits, exit doors, landings, and steps from the building well marked, unblocked, and kept in good condition? |  |  |  |
| D.2 | In winter, are exits kept free from ice and snow? |  |  |  |
| D.3 | In winter, is the roof area over the exits free of falling ice and snow hazards? |  |  |  |
| D.4 | Are exit doors, landings, and steps well lit? Are the lights over the exit doors working and in good repair? |  |  |  |
| D.5 | In winter, is the access ramp clear of ice and snow, and is there good traction? |  |  |  |
| D.6 | Can the building be easily accessed by the fire department? Are fire lanes accessible and posted? |  |  |  |
| D.7 | Are the fire department hose connections kept clear, accessible and have caps? |  |  |  |
| D.8 | Is the electrical service entrance area clear of trees and branches? |  |  |  |
| D.9 | Are all electrical wires out of reach of the public? |  |  |  |
|  | **Grounds** |
| E.1 | Are walkways clear and in good condition? Are there any holes or trip hazards on grounds where workers/public may walk? |  |  |  |
| E.2 | In winter, are ice and snow cleared promptly from walkways? |  |  |  |
| E.3 | Is security lighting functioning properly? |  |  |  |
| E.4 | Are exit routes (from the grounds) well marked, and kept clear and unobstructed? |  |  |  |
| E.5 | Is fencing in good condition? |  |  |  |
| E.6 | Is any outdoor machinery in good repair? |  |  |  |
|  | **Storage Shed** |
| F.1 | Are hazardous products adequately stored and labelled? |  |  |  |
| F.2 | Are incompatible materials stored separately? |  |  |  |
| F.3 | Is the shed or area secured and access limited? |  |  |  |
| F.4 | Is there any sign of leaks or spills? |  |  |  |
| F.5 | Are “No Smoking” signs posted when flammable products are stored? |  |  |  |
| F.6 | Is the storage area protected from exposure to heat, moisture, vibration, flame, etc. as appropriate for the products stored? |  |  |  |
| F.7 | Is equipment and machinery in good condition? |  |  |  |
|  | **Loading Areas** |
| G.1 | If required, are pedestrian walkways clearly marked? |  |  |  |
| G.2 | Are vehicles and/or loads secured from accidental movement? |  |  |  |
| G.3 | Is the area kept free of obstructions or debris? |  |  |  |
| G.4 | Are any lifting devices, racking systems, etc. in good condition? |  |  |  |
| G.5 | If required, are machine guards in place? |  |  |  |

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| **Corrective Action** | **Assigned To** | **Date to be completed by** |
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| **Notes on deficiencies / other comments** |
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