**Building:** 190 Interior  **Date:** March 4, 2025

**Names of Inspectors:** Kordell Bergen, Jannine Grant

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

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| **Bulletin Boards and Signs** | | | |  |
| A.1 | Are they clean and readable? | X |  |  |
| A.2 | Is the material changed frequently? |  | X |  |
| A.3 | Do items interfere with people walking by? |  | X |  |
| **Floors** | | | |  |
| B.1 | Is there loose material, debris, worn carpeting? |  | X |  |
| B.2 | Are the floors slippery, oily or wet? |  | X |  |
| B.3 | Tripping hazards on floor? | X |  |  |
| **Stairways and Aisles** | | | |  |
| C.1 | Are they clear and unblocked? | X |  |  |
| C.2 | Are stairways well lighted? | X |  |  |
| C.3 | Are handrails, handholds in place? | X |  |  |
| C.4 | Are the aisles marked and visible? | X |  |  |
| **Equipment** | | | |  |
| D.1 | Are guards, screens and sound-dampening devices in place and effective? |  |  | X |
| D.2 | Is the furniture in good repair and safe to use?  Look for: | X |  |  |
| D.3 | - chairs that are in poor repair | X |  |  |
| D.4 | - sharp edges on desks and cabinets | X |  |  |
| D.5 | - poor ergonomics (keyboard elevation, chair adjustment, desk height) | X |  |  |
| D.6 | - crowding | X |  |  |
| D.7 | Are ladders well maintained and safe to use? |  |  | X |
| D.8 | Are bleachers in good condition, regular maintenance and service records available? |  | X |  |
| **Emergency Equipment** | | | |  |
| E.1 | Is all fire control equipment regularly tested, certified and accessible? | X |  |  |
| E.2 | Is fire control equipment appropriate for the type of fire it must control? | X |  |  |
| E.3 | Is emergency lighting in place and regularly tested? | X |  |  |
| **Building** | | | |  |
| F.1 | Do buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities? | X |  |  |
| F.2 | Check the following structures to ensure safety: | -- | -- | -- |
| F.3 | - swinging doors | X |  |  |
| F.4 | - floor and wall openings | X |  |  |
| F.5 | - ladders, stairways and accessibility ramps | X |  |  |
| F.6 | - guardrails | X |  |  |
| F.7 | Are materials stored safely? | X |  |  |
| **Air Handling System** | | | |  |
| G.1 | Does air exchange rate meet standard requirements? | X |  |  |
| G.2 | Is the system free of sources of contamination (e.g., asbestos, microorganisms, dust, fumes)? | X |  |  |
| G.3 | Is humidity within recommended range? | X |  |  |
| **Hazardous Products** | | | |  |
| H.1 | Are there any hazardous products (e.g., products regulated by WHMIS)? | X |  |  |
| H.2 | - If yes, are the products properly labelled? | X |  |  |
| H.3 | - If yes, is there a corresponding safety data sheet (SDS) for each product? | X |  |  |
| **Sanitation** | | | |  |
| I.1 | Are washrooms and food preparation areas clean? | X |  |  |
| I.2 | Are the following provided adequately? | -- | -- | -- |
| I.3 | - toilets | X |  |  |
| I.4 | - showers | X |  |  |
| I.5 | - potable (drinkable) water | X |  |  |
| I.6 | - clothing storage | X |  |  |
| I.7 | - change rooms | X |  |  |
| I.8 | - field accommodations | X |  |  |
| I.9 | - lunchrooms | X |  |  |
| I.10 | Are measures in place to prevent the spread of disease? | X |  |  |
| **Security** | | | |  |
| J.1 | Do entry and exit procedures provide workers personal security at night? | X |  |  |
| J.2 | Are emergency (evacuation, fire, bomb threat, hostile person) procedures in place? | X |  |  |
| **Lighting** | | | |  |
| K.1 | Are lamp reflectors clean? | X |  |  |
| K.2 | Are bulbs missing? |  | X |  |
| K.3 | Are any areas dark? | X |  |  |
| **Material Storage** | | | |  |
| L.1 | Are materials neatly and safely piled? | X |  |  |
| L.2 | Are there stepladders or stools to get to materials on higher shelves? | X |  |  |
| L.3 | Are storage shelves overloaded or beyond their rated capacity? |  | X |  |
| L.4 | Are large and heavy objects stored on lower shelves? | X |  |  |
| L.5 | Are passageways and work areas clear of obstructions? | X |  |  |
| **General** | | | |  |
| M.1 | Are extension cords used extensively? (if so, consider installing permanent wiring) |  | X |  |
| M.2 | Are electrical or telephone cords exposed in areas where employees may become entangled? |  | X |  |
| M.3 | Is electrical wiring properly installed? | X |  |  |
| M.4 | Are machines properly guarded? |  |  | X |
| M.5 | Does any equipment have sharp metal projections? |  |  | X |
| M.6 | Are wall and ceiling fixtures fastened securely? | X |  |  |
| M.7 | Is paper and waste properly disposed of? | X |  |  |
| M.8 | Are desk and file drawers kept closed when not in use? | X |  |  |
| M.9 | Are office accessories stored appropriately? | X |  |  |
| M.10 | Are materials stacked on desks or cabinets? | X |  |  |
| M.11 | Are file cabinet drawers overloaded? |  | X |  |
| M.12 | Are file cabinets loaded with the heaviest items in the bottom drawers? |  | X |  |
| M.13 | Are shelves securely fastened to the wall when necessary? | X |  |  |
| M.14 | Are filing stools or wastebaskets placed where they might be tripping hazards? |  | X |  |
| **Miscellaneous** | | | |  |
| N.1 | Bleach stored on top shelf | X |  |  |
| N.2 | Emergency exit (main door) | X |  |  |
| N.3 | Wall coverings | X |  |  |
| N.4 | Fire pit, top shelf | X |  |  |
| N.5 | Electrical Panel | X |  |  |

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| **Corrective Action** | **Assigned To** |
| A.2. Expired content on bulletin board. | Athletics and Recreation |
| B.3. The transition from the hallway to the ‘squat room’ is a tripping hazard. Can the wooden floor be cut back, and a ramp installed? If a ramp is not feasible, can reflective tape or paint be added to the metal edge to draw attention to the height difference? | Facility Services |
| D.8. The bleachers are in poor condition, full replacement is recommended. | Athletic and Recreation |
| G.1. Employee reports experiencing inconsistent heating / cooling in different areas of the building since the installation of the new HVAC system. | Athletic and Recreation |
| N.1. Full bleach jugs are being stored on the top shelf in the back room. Please store these jugs on the floor. | Athletic and Recreation |
| N.2. The automatic door function does not work on the main entrance. | Facility Services |
| N.3. Two of the fixture covers are broken in the weight room. Please replace, may cause an electrocution hazard. | Facility Services |
| N.4. A propane fire pit is being stored on a top shelf in the back room. Please store this item on the floor. | Athletic and Recreation |
| N.5. The electrical panel in the hallway beside the weightroom is being held closed with tape. This panel should be locked. | Facility Services |

B.3 N.1 N.3

A room with a door open

AI-generated content may be incorrect. A group of jugs on a shelf

AI-generated content may be incorrect. A close-up of a wall

AI-generated content may be incorrect.

N.4 N.5

A shelf with electrical equipment on it

AI-generated content may be incorrect. A group of doors with warning signs

AI-generated content may be incorrect.

**Building:** 190 Exterior  **Date:** March 4, 2025

**Names of Inspectors:** Kordell Bergen, Jannine Grant

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

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

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| --- | --- |
| **Corrective Action** | **Assigned To** |
| A.3. Debris located at east emergency exit.  An old light pole is laying against the east wall.  H.1. New bird hole in the north wall. | Facility Services / Athletic and Recreation  Facility Services |
| H.2. A piece of the blue wall needs to be repaired. | Facility Services |

A.3 A.3 H.1

A metal object next to a building

AI-generated content may be incorrect. A metal pipe on the ground

AI-generated content may be incorrect. A grey wall with a piece of paper on it

AI-generated content may be incorrect.

H.2

A blue garage door with a sign on it

AI-generated content may be incorrect.