**Building:** 345 Perimeter  **Date:** May 15, 2025

**Names of Inspectors:** Kordell Bergen, Rob Okashimo, Dale Baumel

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| --- | --- | --- | --- |
|  | **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 |  |  |
| D.10 | Are sprinkler heads guarded? Obstructed? | 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 |
|  | **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 | Soffit | X |  |  |

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| **Corrective Action** | **Assigned To** |
| A.3. Excessive vegetation between Building 345 and 350. | Facility Services |
| E.1. The concrete walkway between B310 and the Central Court has shifted quite a bit and presents a tripping hazard. | Facility Services |
| H.1. The soffit on the West side the building (facing B350) is falling down. | Facility Services |

A.3 E.1 H.1

A green bushes and trees

AI-generated content may be incorrect. A broken sidewalk in a yard

AI-generated content may be incorrect. A building with a blue roof

AI-generated content may be incorrect.

H.1 H.1

A building with trees in the background

AI-generated content may be incorrect. A building with a fence and trees

AI-generated content may be incorrect.

**Building:** 345 Interior **Date:** May 15, 2025

**Names of Inspectors:** Kordell Bergen, Rob Okashimo, Dale Baumel

|  |  |  |  |
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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 |  |
|  | **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: |  |  |  |
| 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 |
|  | **Emergency Equipment** | | | |
| E.1 | Is all fire control equipment regularly tested and certified? |  | X |  |
| E.2 | Is fire control equipment appropriate for the type of fire it must control? | X |  |  |
| E.3 | Are sprinkler heads guarded? Obstructed? | X |  |  |
| E.4 | 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 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 |
| H.4 | - If yes, are workers trained in how to work with or near these products safely? |  |  | 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 | Are 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 | Disabled washroom equipment | X |  |  |
| N.2 | Janitor closet | X |  |  |
| N.3 | Ceiling panel | X |  |  |
| N.4 | Safety cone | X |  |  |
| N.5 | Server room | X |  |  |

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| **Corrective Action** | **Assigned To** |
| A.1 / A.2. Bulleting boards throughout the building are quite cluttered. Consider reviewing content and removal old material. | Building Occupants |
| E.1. Two fire extinguishers on the ground floor are expired. | Facility Services |
| L.1. surplus equipment noted in the ground floor hallway by the student lounge and in R108. Submit a [Material Handling request](https://fas.viu.ca/facilities-services/service-centre) to have these items removed. | Building Occupants |
| M.10. Large items are on the top shelf of a cabinet in the second-floor hallway, please move these lower. Fall hazard. | Building Occupants |
| N.1. Installation of the equipment in the second-floor disabled washroom is not complete. | Facility Services |
| N.2. Department supplies are being stored on the top shelf of the janitor closet on the ground floor. Please remove, falling hazard. | Building occupants |
| N.3. A ceiling panel is missing from R107 | IT Services / Facility Services |
| N.4. Safety cone holder at the front entrance. Please replace the cone or remove the holder. | Facility Services |
| N.5. The second-floor server room was very warm. Janitorial supplies should be moved from around the server box. Electrical panel must be kept clear. | IT Services / Facility Services |

E.1 E.1 L.1

A fire extinguisher with a receipt

AI-generated content may be incorrect. A hand holding a paper tag

AI-generated content may be incorrect. A group of chairs in a room

AI-generated content may be incorrect.

L.1 M.10 N.1

A white board leaning against a wall

AI-generated content may be incorrect. A shelf with a television and a projector

AI-generated content may be incorrect. A large grey machine with metal bars

AI-generated content may be incorrect.

N.2 N.3 N.4

A shelf with boxes and other items on it

AI-generated content may be incorrect. A ceiling with a skylight

AI-generated content may be incorrect. A sign on a wall

AI-generated content may be incorrect.

N.5 N.5

A room with boxes and shelves

AI-generated content may be incorrect. A room with a ladder and a mop

AI-generated content may be incorrect.