



## Building Hazard and Safety Inspection Form

Periodic building inspections and correction of identified hazards are a proactive part of NCCU's approach to employee, student, and visitor safety. Building Supervisors must report any facility-related deficiencies to Facilities Operations by completing a work order and handling any follow-up, as needed. Work order numbers should be included on this form prior to submission to EHS.

**If a hazard requires immediate action, please complete an [EHS Hazard Report](#) or call 919-530-7125.**

<b>Building</b>	<b>Floors</b>	<b>Department/Area/Rooms</b>		
<b>Date</b>	<b>Building Supervisor</b>			
<b>General Housekeeping</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS/Work Order #</b>
Workplace is generally clean and orderly; aisles, hallways, and exits are unobstructed				
No broken/damaged furniture and equipment are present. Materials for disposal or surplus have been removed or are clearly marked and out of the way.				
Loose, broken, missing or stained ceiling tiles have been repaired or replaced				
Indoor air quality — Is the air free from irritating or nuisance odors? Are walls, and other areas free from mildew, mold and excessive dusts?				
Have any ceiling leaks been reported and mitigated?				
Trash receptacles are emptied before they become full or overflowing				

## Monthly Building Inspection Form

<b>Floor Condition</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS/WORK ORDER #</b>
Floors are free from slip hazards such as food or liquid spills, and other debris.				
Walkways are free from trip hazards such as torn carpets, electrical cords, fallen articles, broken tiles, etc.				
Carpet/rugs are in good condition & secured to the floor.				
Any floors drains are not plugged/ allow adequate drainage.				
Floor mats are in good condition, free of grease, and used appropriately (i.e. mat is not a trip hazard).				
Floor mats have beveled edges and, where appropriate, are grease resistant and promote drainage.				
<b>Electrical</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS/WORK ORDER #</b>
Light fixtures are working properly (i.e. no burned out or broken bulbs). Illumination in hallways, restrooms, common areas is adequate and in good working order.				
Power strips are not daisy chained and no permanent extension cords are in use.				
Light switches and electrical outlets have covers.				
<b>Safety and Compliance</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS/WORK ORDER #</b>
Electrical panels have 36 inches of clearance on all sides				
Emergency exit lights are functioning and lit				
Fire doors in into stairwells are not propped open and always kept closed				
No items are being stored under stairs				
Rooms marked “no storage” and/or “mechanical” are clear of obstructions				

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Safety and Compliance	YES	NO	N/A	COMMENTS/WORK ORDER #
Fire alarm pull stations and extinguishers are visible and unobstructed.				
Monthly fire extinguisher checks are documented on tag and current for the month				
Fire evacuation plans are posted throughout building and in good condition				
18" clearance is maintained below all sprinkler heads 24" clearance is maintained below ceilings without sprinklers				
Other	YES	NO	N/A	COMMENTS/WORK ORDER #
Signs and equipment used for spill containment/cleanup are available to occupants for use				
All exits are properly marked and accessible; egress routes are 36" wide and not blocked				
Stepladders are in good condition and have non-skid feet.				
Sidewalks & ramps are free of defects (e.g. cracks, breaks, holes).				
Handicapped push buttons near entrance/exit of building are visible, operable, and unobstructed				
Elevators in the building are operational, clean, and unobstructed				
The elevator's emergency call-out mechanism or phone is operational				
Sidewalks & ramps do not show signs of surface upheaval or unevenness.				
Stairway's surface and nosing (leading edge of stair tread) are free of defects (e.g. broken steps, cracks).				
Handrail is present and secured at stairways & ramps.				
Guardrails are present and secured on working surfaces that are more than 30 inches above floor or other working areas with the exception of loading docks.				

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Other	YES	NO	N/A	COMMENTS/WORK ORDER #
Restrooms are operational, clearly marked, free from defects and properly maintained. No evidence of plumbing leaks.				
Are doors that are not exits but could be mistaken for an exit clearly marked "NOT AN EXIT"				
Building temperature is adequate with good ventilation				
Noise level in building from equipment (HVAC, etc.) permits normal conversation and allows for emergency notifications				
<b>Comments/Notes</b>				
<b>Inspected by</b>				

Submit completed report to [ehs@nccu.edu](mailto:ehs@nccu.edu) for Review

\*\*\*\*Do not complete information below this line – for EHS use only\*\*\*\*

<b>Reviewed by</b>
<b>Review notes/after action</b>