

Week of (Month, day , year)	Institution
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Institution Duty Officer Signature:	Date
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* Inspection must include all areas of the institution	OK	NOT APPLICABLE	NEEDS CORRECTIVE ACTION	WORK ORDER SUBMITTED DATE	COMMENTS
1. Electrical outlets and equipment have coverplates.					
2. There are sufficient receptacles to avoid overload.					
3. Extension cords and plugs are not excessively worn or damaged.					
4. Lighting fixture wiring or ballast compartments have cover plates.					
5. Hot surfaces of fixtures and lamps are separated from combustible materials.					
6. Wiring is in conduit or wireway enclosure.					
7. Broken mercury vapor or metal halide lamps are replaced prior to operation of fixture.					
8. Exit signs and exitway lighting fixtures are continuously lighted. Alternate power or light sources are provided automatically in the event normal power is lost.					
9. Emergency lighting units have been tested and are working properly.					
10. Emergency evacuation plans are posted at designated locations.					
11. Smoke detectors and alarms (and control panels of wired-in systems) are operational. Detectors and alarm devices are cleaned and units or systems are tested as required.					
12. Fire extinguishers are in designated locations as shown on the evacuation plan. Units are mounted on wall brackets or in cabinets. Access or visibility to extinguishers is not obstructed.					
13. Extinguishers are fully charged. There is no obvious physical damage, corrosion, leakage or clogged nozzles. Each unit bears a tag showing it to have received its monthly check.					
14. Extinguisher operating instructions are legible and facing outward. Seals or tamper indicators are intact.					
15. Fire hoses are free of tears, cuts or excessive wear. Hoses or related standpipe station bears a tag showing it to have received its monthly check.					
16. Combustible materials are stored and protected in designated areas.					
17. Noncombustible receptacles are used for disposal of tobacco products. Signs are posted in "No Smoking" areas.					
18. Use of polyurethane padding or foam mattresses/pillows is prohibited.					

Continue below

BP-A0506 (Continued)

ITEM	OK	NOT APPLICABLE	NEEDS CORRECTIVE ACTION	WORK ORDER SUBMITTED DATE	COMMENTS
19. Trash is picked up and placed in noncombustible containers and is removed daily to a designated disposal area.					
20. Flammable, toxic and caustic materials are stored in designated and protected areas which are accessible only to authorized personnel.					
21. Flammable, toxic and caustic materials are disposed of in accordance with manufacturers' Material Safety Data Sheets. Material safety sheets are available upon request.					
22. Issuance and use of flammable, toxic and caustic materials is controlled.					
23. Storage rooms for flammable, toxic and caustic materials are ventilated.					
24. Special containers are used and labeled for flammable, toxic and caustic materials and for rags used with such type materials.					
25. Hobby craft materials are stored and protected in designated areas.					
26. Stair treads are in good condition and are adequately surfaced to prevent slipping.					
27. Exitways and stairways are not blocked by furniture or stored items.					
28. Except during cleaning periods, walking surfaces are kept clear of water, oil or other substances which could cause slipping.					
29. Mechanical rooms are not being used as storage rooms.					
30. Supply, return and exhaust air grilles are clean and not blocked.					
31. Back sides of fixed equipment are kept free of dust or debris accumulation.					
32. Moving components of mechanical equipment are shielded or protected from accidental contact.					
33. There are no unprotected openings in floors or immediate areas just outside the building. Repaired surfaces are flush with adjacent areas.					
34. Unlocked doors open freely (no catching or binding).					
35. Door closures operate automatically upon release to close doors completely.					
36. Landings and stairways are enclosed or have rail barriers.					
37. Keys are readily available to authorized personnel for all locked doors. Duty personnel, for all shifts, are trained in operation of electric operated doors.					
38. There are no obvious cracks, breaks or splintering of visible structural members to indicate possible structure failure.					
39. Smoking regulations are being followed as required by policy.					
40. Environmental health conditions throughout the area are at acceptable levels.					

END FORM