

Headquarters Safety & Health Inspection Checklist

U.S. Department of Housing and Urban Development
Office of Administration

This list is intended only as a guideline. Look for other unsafe conditions or acts; report them; and initiate appropriate corrective action. Note particularly whether those unsafe conditions or acts which previously caused accidents, injuries, illnesses, or fires have been corrected. Note also whether potential accident, illness, or fire hazards, marked 'X' on previous inspections have been corrected.

Instructions: Place an 'X' in either the Satisfactory column or the Unsatisfactory column for each of the characteristics listed below. Use the comments section to note any situation not covered by the checklist.

Area Inspected:	Date:
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		Satis- factory	Un- sat.			Satis- factory	Un- sat.
I. Housekeeping				IV. Ergonomics			
a. Aisles, floors, and stairs (clear of obstacles)				a. Work station design (appropriate and properly adjusted furniture for individual functions)			
b. Storage and piling of materials				V. Office Equipment			
c. Loose, shelved materials				a. Computers, typewriters, calculators, dictating, copying machines, etc. (placement)			
d. Trash confinement				b. Noise levels			
II. Floors				c. Stepladders, stools, etc. (stability)			
a. Evenness of surfaces (not warped, rough, splintered; no loose covering, gaps, uneven trench plates, protruding outlets)				VI. Furniture			
b. Spilled liquids (immediately removed, blocked off, Facilities Opns Div. notified, 708-1955)				a. Desks, tables, bookcases, chairs, etc. (condition of legs, edges, handles, glass panels, surfaces, casters, safety stops on drawers, etc.)			
c. Telephone/Electrical/Data boxes/holes filled/covered				b. File cabinets, upright shelving, etc. (stability, items properly secured, heavy items in bottom drawers)			
d. Carpets & floor tiles (not torn, frayed, crimped; no gaps; no chipped/broken tiles)				c. Wall-hung mirrors, pictures, boards, etc. (adequacy of hanging method)			
III. Electrical				VII. Facilities			
a. Extension cords (necessary, or could be replaced by convenient electrical outlets; if used, adhesive-backed, flush electrical molding used)				a. Light (inadequate/glare/bright/dim; task-adjustable lighting available where needed; VDT screens away from glossy surfaces, parallel to windows, blinds/drapes available)			
b. Grounding of machines (proper use of 3-prong plugs or other grounding means)				b. Ventilation (vents unobstructed by furniture, walls, partitions, etc.)			
c. Telephone/Electrical/Data boxes/holes (not in traffic areas, properly secured, etc.)				c. Windows (glass, blinds, etc.)			
d. Fans (placement, guarding, and wiring)				d. Walls-moldings, core base properly glued, no obstructions, holes, etc.			
				e. Ceiling tiles (missing, loose, broken, soaked)			

Comments or recommendations

Name & location of assigned office:	Telephone:	Name of Safety Representative: (print and sign)	Date:
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VIII. Accessibility	Satis- factory	Un- sat.
a. Aisles are at least 36 inches wide.		
b. Pathway width increases to at least 48 inches where the accessible pathway makes a U-turn around an object. (Fig. 7)		
c. In aisles less than 60 inches wide, there are 60 inch passing spaces at intervals of 200 feet.		
d. Objects mounted to walls do not project more than 4 inches into interior space.		
e. Free standing objects mounted on posts project less than 12" into route of travel.		
f. There is an accessible path of at least 36 inches clear alongside protruding objects.		
g. Doorways shall have a minimum clear opening of 32" (815mm) with a door open of 90 degrees, measured between the face of the door and the door stop.		

This diagram may be used to interpret item b above.

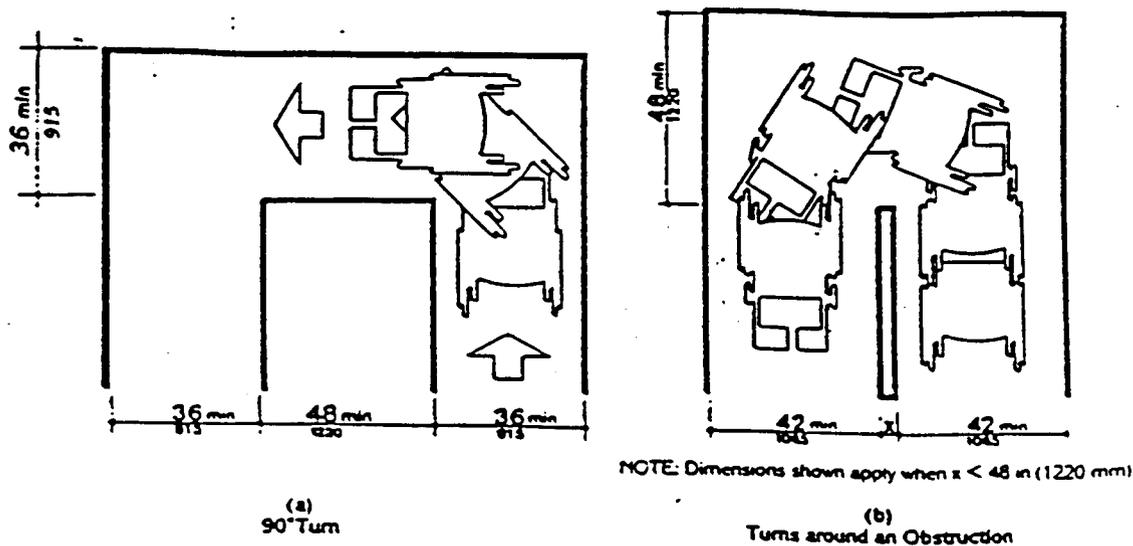


Fig. 7
Width of Accessible Route