

Inspection Checklists – Sample Checklist for Offices Fact Sheet



WHAT IS AN EXAMPLE OF AN OFFICE INSPECTION CHECKLIST?

The examples outlined below do not list all the possible items for office inspections. The best checklist for your workplace is one that has been developed for your specific needs. Whatever the format of the checklist, provide space for the inspectors' signatures and the date.

Inspectors:	Date:		
	(0) Satisfactory (X) Requires Action		
	Location	Condition	Comments
Bulletin Boards and Signs			
Are they clean and readable?			
Is the material changed frequently?			
Do items interfere with people walking by?			
Floors			

Is there loose material, debris, worn carpeting?			
Are the floors slippery, oily or wet?			
Stairways and Aisles			
Are they clear and unblocked?			
Are stairways well lighted?			
Are handrails, handholds in place?			
Are the aisles marked and visible?			
Equipment			
Are guards, screens and sound-dampening devices in place and effective?			
Is the furniture in good repair and safe to use? Look for:			
– chairs that are in poor repair			
– sharp edges on desks and cabinets			
– poor ergonomics (keyboard elevation, chair adjustment, desk height)			
– crowding			
Are ladders well maintained and safe to use?			

Emergency Equipment			
Is all fire control equipment regularly tested and certified?			
Is fire control equipment appropriate for the type of fire it must control?			
Is emergency lighting in place and regularly tested?			
Building			
Do buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities?			
Check the following structures to ensure safety:			
– swinging doors			
– floor and wall openings			
– ladders, stairways and ramps			
– guardrails			
Are materials stored safely?			
Air Handling System			
Does air exchange rate meet standard requirements?			

Is the system free of sources of contamination (e.g., asbestos, microorganisms, dust, fumes)?			
Is humidity within recommended range?			
Hazardous Products			
Are there any hazardous products (e.g., products regulated by WHMIS)?			
– If yes, are the products properly labelled?			
– If yes, is there a corresponding safety data sheet (SDS) for each product?			
– If yes, are workers trained in how to work with or near these products safely?			
Sanitation			
Are washrooms and food preparation areas clean?			
Are the following provided adequately?			
– toilets			
– showers			
– potable (drinkable) water			
– clothing storage			

- change rooms			
- field accommodations			
- lunchrooms			
Are measures in place to prevent the spread of disease?			
Security			
Do entry and exit procedures provide workers personal security at night?			
Are emergency (evacuation, fire, bomb threat, hostile person) procedures in place?			
Lighting			
Are lamp reflectors clean?			
Are bulbs missing?			
Are any areas dark?			
Material Storage			
Are materials neatly and safely piled?			
Are there stepladders or stools to get to materials on higher shelves?			
Are storage shelves overloaded or beyond their rated capacity?			

Are large and heavy objects stored on lower shelves?			
Are passageways and work areas clear of obstructions?			
General			
Are extension cords used extensively? (if so, consider installing permanent wiring)			
Are electrical or telephone cords exposed in areas where employees may become entangled?			
Is electrical wiring properly installed?			
Are machines properly guarded?			
Does any equipment have sharp metal projections?			
Are wall and ceiling fixtures fastened securely?			
Are paper and waste properly disposed of?			
Are desk and file drawers kept closed when not in use?			
Are office accessories stored appropriately?			
Are materials stacked on desks or cabinets?			

Are file cabinet drawers overloaded?			
Are file cabinets loaded with the heaviest items in the bottom drawers?			
Are shelves securely fastened to the wall when necessary?			
Are filing stools or wastebaskets placed where they might be tripping hazards?			

Source: © Copyright 1997-2021 CCOHS