



Office Inspection Checklist

Inspector Name: Allison Pennell Date: April 29, 2023

Item Description	Initials	Notes (if applicable)
General – Whole Office		
OHS Policy Statement available in office	AP	
Floors are clear of debris, loose materials, etc.	AP	
Furniture is safe (no sharp edges, designed for its purpose)	AP	
Materials/items are properly stored	AP	
File cabinet drawers are not overloaded	AP	
Walkways are clear from tripping hazards (loose materials, torn carpet, etc.)	AP	
Cords and extension cords are free from walking spaces	AP	
Items are clear from heaters, light switches, outlets, windows, and electrical panel (i.e., stacked boxes)	AP	
Garbage and recycling is properly being disposed	AP	
Lighting		
All lights are working (ceiling and lamps)	AP	
Adequate lighting in offices (i.e., no glare on screen from window or other lighting)	AP	
Adequate lighting inside the building when exiting the office	AP	
Adequate lighting outside the building and in the parking lot	AP	
Emergency Equipment		
Fire extinguisher(s) regularly tested and certified	AP	
Emergency exit signs visible and working	AP	
Emergency exit plan available near exiting door	AP	
Emergency exit lighting in place	AP	
Clear path to reach fire equipment	AP	
First Aid kit(s) available and stocked	AP	
Ergonomics		
Each individual in the office has adequate desk set up (i.e., chair, desk, etc. set up is ergonomically correct for them)	AP	
Air conditioning work properly	AP	
Heat/heaters work properly	AP	
Miscellaneous		
Salt available at front building door	AP	
Other:		



Corrective Action

From the list above, complete a corrective action need for that item (if needed). Leave this side blank if corrective action is not needed. Corrective action will be communicated to the senior management team, Regatta Plaza Building Manager and/or Senior Manager, Building Operations, Colin Murphy. Sign below to complete the inspection and send this to Hannah.janes@nl.ymca.ca for storage and attach to the bulletin board.

Item #1: _____

Corrective Action:

Item #2: _____

Corrective Action:

Item #3: _____

Corrective Action:

Item #4: _____

Corrective Action:

Item #5: _____

Corrective Action:

Item #6: _____

Corrective Action:

Inspector Signature: 