



Office Inspection Checklist

Inspector Name: Hannah Jones Date: Jan 23, 2023

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

Corrective Action:

Contact Building Manager about the frequency of salt spread in parking lot.

Item #2: _____

Corrective Action:

Item #3: _____

Corrective Action:

Item #4: _____

Corrective Action:

Item #5: _____

Corrective Action:

Item #6: _____

Corrective Action:

Inspector Signature: Hannah Janes