



Shine On

### Office Inspection Checklist

Inspector Name: Hannah Jones

Date: Jan 31, 2025

Item Description	Initials	Notes (if applicable)
<b>General – Whole Office</b>		
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	
<b>Lighting</b>		
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	
<b>Emergency Equipment</b>		
Fire extinguisher(s) regularly tested and certified	HJ	
Emergency exit signs visible and working	HJ	
Emergency exit plan available near exiting door	HJ	
Emergency exit lighting in place	HJ	
Clear path to reach fire equipment	HJ	
First Aid kit(s) available and stocked	HJ	
<b>Ergonomics</b>		
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	
<b>Miscellaneous</b>		
Salt available at front building door	HJ	
Other:		

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### 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](mailto:Hannah.janes@nl.ymca.ca) for storage and attach to the bulletin board.

Item #1: \_\_\_\_\_

Corrective Action:

\_\_\_\_\_  
\_\_\_\_\_

Item #2: \_\_\_\_\_

Corrective Action:

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Item #3: \_\_\_\_\_

Corrective Action:

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Item #4: \_\_\_\_\_

Corrective Action:

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Item #5: \_\_\_\_\_

Corrective Action:

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Item #6: \_\_\_\_\_

Corrective Action:

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Inspector Signature: Hannah Janes