

DISASTER PREVENTION & SAFETY CHECKLIST

Note: If an item does not apply, write N/A (not appropriate) in the Remarks column. DO NOT leave any items blank.

ELECTRICAL	YES	NO	DATE	INSPECTOR	REMARKS
All necessary extension cords of proper rating?					
Electrical cords free of splices, cuts, and other damage?					
Electrical switches, plugs, and surge suppressors operate properly?					
Electrical equipment properly grounded?					
Appliances (coffee pots, radios, etc.) properly maintained and turned off when not in use – unplugged at end of workday?					
Electrical equipment disconnected during maintenance?					
Adequate lighting available?					
Electrical boxes easily accessible with no storage within 3 feet minimum?					

ELECTRICAL (Continued)	YES	NO	DATE	INSPECTOR	REMARKS
Multiple-outlet sockets avoided?					
Extension cord position to avoid tripping hazards?					
Circuit breakers in electrical panel clearly labeled?					
STORAGE AREAS	YES	NO	DATE	INSPECTOR	REMARKS
Area clean and orderly? Aisles uncluttered?					
Items accessible without undue risk?					
No materials stored on top of shelving?					
All materials, except those expendable, stored at least 3" above floor level?					
No water sources located above collections?					
Shelving securely anchored to wall or floor?					
Lighting adequate?					
Step stools or ladders available and safe to use?					
Materials stacked or piled appropriately?					

FIRE AND SAFETY FEATURES	YES	NO	DATE	INSPECTOR	REMARKS
Fire extinguishers available and properly charged? (note last date inspected)					
Fire extinguishers are proper type?					
Fire extinguishers available within 75 ft. of any place in area?					
Emergency exit signs illuminated?					
Emergency lights functional?					
Smoke detectors operable? (last date checked)					
Fire alarms operable? (last date checked)					
Sprinkler system operable? (note type of system and last date checked)					
At least 18" of clearance exists between sprinkler heads and anything beneath?					
Emergency exits easily opened?					
Alarm sounds when emergency exits opened? (last date checked)					
Signs indicating fire extinguisher placement obvious?					
Smoking prohibited?					

STRUCTURE	YES	NO	DATE	INSPECTOR	REMARKS
Windows and exterior doors seal properly?					
Good drainage around doors?					
Any previous water damage noted?					
New water damage discovered?					
Exposed pipes and joints dry?					
Handrails secure and adequate?					
Steps include non-slip surface?					
Walking surfaces secured to floor?					
Non-public areas secured?					
Air ducts unobstructed?					
Ceiling panels in place?					
EXTERIOR	YES	NO	DATE	INSPECTOR	REMARKS
Railings, benches, planters, light/flag poles well anchored?					
Overhanging trees/branches trimmed?					

EXTERIOR (Continued)	YES	NO	DATE	INSPECTOR	REMARKS
Building exterior well lighted?					
Intrusion detectors/alarms present and monitored 24 hours?					
OFFICE AREAS AND EQUIPMENT	YES	NO	DATE	INSPECTOR	REMARKS
Equipment properly maintained?					
Furniture stable and safe for intended use?					
Carts and other handling equipment in good repair?					
File cabinets stabilized to prevent tipping?					
Shelving units securely anchored?					
Portable partitions secure?					
HOUSEKEEPING	YES	NO	DATE	INSPECTOR	REMARKS
Cleaning supplies and other flammables stored safely?					
Trash removed nightly?					
Staff lounge areas cleaned daily?					

HOUSEKEEPING (Continued)	YES	NO	DATE	INSPECTOR	REMARKS
Food and drink prohibited? Prohibition enforced?					
Pest management strategies in place and effective?					
STAFF	YES	NO	DATE	INSPECTOR	REMARKS
Trained in proper use of office equipment?					
Instructed in proper lifting techniques?					
Trained in use of fire extinguishers? (Note date of last training session.)					
Aware of location of water main and have appropriate tools (if needed) to shut-off?					
Aware of emergency exits and procedures? (Note date of last fire drill)					
Instructed in overall safety program?					
Have established routines and duties for closing office to ensure building vacant?					

Adapted from: *McColgin, Michael. Disaster Prevention/Safety Checklist from Disaster Planning for Government Agencies in Arizona*