

ESCO Group Office Inspection Checklist

Inspection performed by: _____ Date: _____

	safe	unsafe	Comments
Desk and file drawers are closed immediately after use			
Are there any sharp edges or splinters on office furniture			
File cabinets, book shelves, storage cabinets and other items over 5' high are securely anchored			
Do chairs have any missing or damaged rollers			
Are all work stations ergonomically correct			
Extension cords, phone cords and computer cords are routed properly			
All floors surfaces clean and dry			
Aisle ways, walkways and stairways are free of trip hazards (torn carpet bad tiles, material storage)			
Work areas are free of trip hazards			
All work areas are properly illuminated			
All exits are free of obstructions and not blocked			
Storage and equipment rooms are neat and orderly			
Proper clearance is maintained in front of all electrical cabinets (42")			
Step stools and ladders are readily available for reaching high places			
Employees who are responsible for performing first aid/cpr duties have been properly trained			
Employees performing first aid/cpr duties have been trained in Bloodborne Pathogens			
First aid kits are stocked and have been inspected			
Automatic Defibrillator is functional			
The alarm system is operable			

