

GREENE COUNTY SAFETY SELF-INSPECTION FORM

Date

Department

Section I – Grounds

1. Are parking areas, walkways, stairs, driveways, etc. free from conditions that may cause slipping or falling?
 Yes No N/A
2. Is exterior lighting adequate in all areas?
 Yes No N/A
3. Are all exterior stairs provided with handrails which are in good condition?
 Yea No N/A
4. Is exterior storage of trash and rubbish at least 25 feet away from the building?
 Yes No N/A

Section II – Interior Doors and Stairways

1. Are all exit doors properly marked?
 Yes No N/A
2. Are all exit doors easily accessible?
 Yes No N/A
3. Do all exit doors open outward?
 Yes No N/A
4. Are all exit doors equipped with panic hardware, if required?
 Yes No N/A
5. Are all doors easily opened and closed?
 Yes No N/A
6. Are all doorways and areas adjacent to them free of obstructions?
 Yes No N/A
7. Are full length, clear glass doors and windows properly identified?
 Yes No N/A
8. Do all interior stairs have anti-slip treads?
 Yes No N/A
9. Are stairway and exit doors kept closed at all times?
 Yes No N/A
10. Do all interior stairways have properly secured handrails?
 Yes No N/A

11. Are interior stairways kept free of storage and obstructions at all times?
 Yes No N/A
12. Are interior stairways properly lighted?
 Yes No N/A
13. Is the emergency lighting system tested on a monthly basis?
 Yes No N/A
14. Is the emergency power generator tested on a weekly basis, if equipped?
 Yes No N/A
15. Are all exit signs illuminated & battery operational?
 Yes No

Section III – Heating and Air Conditioning Equipment

1. Has heating equipment be thoroughly inspected by a qualified service man within the past year?
 Yes No N/A
2. Is heating equipment (including flues & pipes) properly insulated from combustible materials?
 Yes No N/A
3. Are heating & air conditioning equipment rooms free of storage?
 Yes No N/A
4. Are heating & air conditioning rooms restricted areas?
 Yes No N/A
5. Is air conditioning equipment cleaned and serviced annually?
 Yes No N/A

Section IV – Electrical Equipment & Control Panels

1. Are electrical panels always kept closed?
 Yes No N/A
2. Are electrical panels always kept clear of storage & obstructions?
 Yes No N/A
3. Is circuitry adequate to handle load demand (not requiring frequent fuse replacement or circuit breaker resetting)?
 Yes No N/A

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4. Was electrical system installed by a competent electrician?

Yes No N/A

5. Are all electrical appliances properly grounded & cleaned?

Yes No N/A

6. Are proper size electrical cords used & are they in good condition?

Yes No N/A

Section V – Kitchen Equipment-Commercial Type

1. Is hood and duct exhaust system installed according to NC Fire & Building Code?

Yes No N/A

2. Are grease filters U.L. listed for grease extraction & installed according to NC Fire & Building Code?

Yes No N/A

3. Are the hood & duct system cleaned at least on a semi-annual basis?

Yes No N/A

4. Are the kitchen appliances protected with an automatic fire extinguishing system?

Yes No N/A

5. Is the fire extinguishing system serviced & inspected at least on a semi-annual basis?

Yes No N/A

Section VI – Housekeeping

Comments:

Inspected by:

Department Head:

Note:

1. Are storage & supply rooms kept clean & orderly?

Yes No N/A

2. Are all flammable items (paint, lacquer, paint thinner, etc.) kept in safety containers & stored in approved metal cabinets?

Yes No N/A

3. Are adequate ash trays & metal waste receptacles provided in each room?

Yes No N/A

Section VII – Fire Protection

1. Are all the fire extinguishers tagged, serviced & inspected annually?

Yes No N/A

2. Are all fire extinguishers tagged with latest service record & inspection date?

Yes No N/A

3. Are fire extinguishers located within 75 feet from any point on each floor?

Yes No N/A

4. Are extinguishers properly protected from damage and freezing?

Yes No N/A

5. Is building protected with smoke/heat detection system?

Yes No N/A

6. Is there a two inch drain test performed on the sprinkler system on a quarterly basis?

Yes No N/A

Date:

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