

LIBRARY Safety Check List

Municipality: _____ Inspection Date: _____

Name of Inspector: _____ Title: _____

Location Surveyed: _____

YES	NO	N/A	Condition
			Walking surfaces free of slip-trip-fall hazards
			Stairway handrails in good condition and tightly secured
			Stair treads in good condition and adequately illuminated
			Stairways free of storage or obstruction
			Storage of materials properly arranged
			Filing cabinets & shelves secured.
			Illumination adequate throughout
			Heaters clear of combustible / flammable materials
			Material storage at least 18" from sprinkler heads, 24" from ceiling
			Housekeeping adequate
			Emergency evacuation plan and emergency phone numbers posted
			Means of egress readily accessible and unobstructed
			Emergency lights operational
			Exit lights and / or signs visible and adequate
			Minimal use of proper extension cords and in good condition
			Outlet / switch covers secure
			Electric room and / or panels cleared of combustible material and circuits identified
			Coffee Pots, Copier, Portable Electric Heaters in good condition, properly located and shut off after hours (No kerosene heaters permitted)
			Surge protector on all electrical accessories
			Elevator inspection certificates current
			Elevator entrance signs posted "In Case of Fire, Do Not Use"
			Fire extinguishers serviced annually & inspected monthly; sign tags
			Fire Alarm and / or Detection System Functional
			First Aid Kit available and maintained

NOTE: ALL "NO" ANSWERS REQUIRE EXPLANATION ON THE BACK OF THIS FORM