

**Public Works
Department Safety Checklist
Minimum Frequency Quarterly**

Municipality	Inspection Date: _____ / _____ /201
Name of Inspector:	Title:

Location Surveyed:

#	Needs work	OK	N/A	Item
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Write line # & comments on back for each needs work item

Signs and illuminated fixtures (Source NFPA 101)

1.				Self-illuminated signs available by every ground level doorway?
2.				Other signs direct persons towards exits?
3.				Each fixture uniquely identified, for maintenance purposes?
4.				All Signs illuminated continuously?
5.				E-Lights tested minimum quarterly? Low voltage lamps illumine?
6.				Inventory maintained for "Tritium" signs - 10 year replacement?
7.				Doors to basement, utility closets, etc identified as "not an exit"?
8.				At least 1 fixture provides outside illumination at exterior doors?

Machinery & Equipment

9.				Compressor Oil Level Checked
10.				Pressure Tanks Drained
11.				Pressure Tank Relief Valve(s) Tested
12.				Manned Vehicles Inspected
13.				Portable Equipment Maintained

Evacuation Alarm Systems (Source NFPA) Municipality does not have this equipment Skip 14-19

14.				Manual activation, (pull boxes) provided at all ground level exits?
15.				Either strobe lights & audible horns or bells provided?
16.				Low volume alarms placed in each rest room?
17.				A Strobe unit is visible from all areas in assembly areas?
18.				Alarm system is inspected by vendor annually?
19.				Alarm sound is distinguishable above ambient noise level?

Protection systems

20.				Fire extinguisher serviced annually & inspected monthly
21.				Fire Suppression System - Inspected Annually by licensed vendor?
22.				Fire Suppression System - Inspected Quarterly by licensed vendor?
23.				Emergency lights operational & of sufficient number to serve the area
24.				Flammable liquids stored in grounded FL cabinets, & doors closed
25.				Housekeeping adequate through out facility
26.				Emergency generator - tested under load monthly. Fuel sources have RTK Labeling
27.				Cooking hazards protected; Proper ventilation & suppression system & inspected annually