



SAFETY INSPECTION CHECKLIST FOR LIBRARIES

Date: _____ Department: _____

Location: _____ Inspected By: _____

Bulletin Boards and Signs	Yes	No	N/A
Are they clean and readable?			
Is the material changed frequently?			
Floors			
Are the floors clean, dry, and free of debris, worn carpeting or any loose material?			
Stairways and Aisles			
Are stairways in good condition – covered with skid resistant material?			
Are they clear and unblocked?			
Are stairways well lighted?			
Are the aisles marked and visible?			
Equipment			
Is the furniture safe?			
i) No worn or badly designed chairs/loose casters on chairs			
ii) No sharp edges on desks and cabinets			
iii) No poor ergonomics (keyboard elevation, chair adjustment)			
iv) No crowding			
Are the ladders safe, well maintained and properly affixed?			
Emergency Equipment			
Are all fire extinguishers being regularly inspected?			
Is fire control equipment appropriate for the type of fire it must control?			
Is emergency lighting in place and regularly tested?			
Building			
Are all emergency exits clearly marked, visible and unobstructed?			
Are escape ways leading to emergency exits free from obstacles and debris?			
Are passageways clearly marked?			
Is there appropriate amount of storage space for materials?			

Are the following structure built to ensure safety? i) swinging doors ii) floors and wall openings iii) ladders, stairways and ramps			
Are aisles, doorways and corners free of objects for safe movement of people?			
Air Handling System			
Does air exchange rate meet standard requirements?			
Is humidity at a standard level?			
Does ventilation control smoke and fumes?			
Sanitation			
Are washrooms and food preparation areas clean?			
Are the following provided adequately? i) toilets ii) showers iii) potable water iv) clothing storage v) change rooms vi) field accommodations vii) lunchrooms			
Security			
Do entry and exit procedures provide workers personal security at night?			
Are emergency (evacuation, fire, bomb threat) procedures in place?			
Lighting			
Are lamp reflectors clean?			
Are bulbs missing?			
Are any areas dark?			
Material Storage			
Are materials neatly and safely piled?			
Are passageways and work areas clear of obstructions?			
General			
Are power bars in place for multi-equipment use?			
Are walkways free of electrical cords and telephone cords?			
Is all equipment free of sharp metal projections?			
Are wall and ceiling fixtures fastened securely?			
Are paper and waste properly disposed of?			
Are desk and file drawers kept closed when not in use?			
Are office accessories in secure places?			
Are desks and cabinets free of debris and stacked materials?			
Are file cabinet drawers appropriately loaded?			
Are filing stools or wastebaskets available and properly stored?			
Are sharp tools (scissors, etc.) properly stored?			

ADDITIONAL OBSERVATIONS