



County of Los Angeles

Department: _____

Location: _____

Inspector: _____

Date: _____

OFFICE INSPECTION CHECKLIST		Yes	No	NA
1	Is appropriate clearance provided around electrical panels (36" in front and minimum width of 30")?			
2	Are electrical panels marked with voltage, current, wattage and other ratings?			
3	Is a directory provided on each electrical panel which indicates the purpose of each circuit breaker?			
4	Are openings in the electrical panels guarded and closed?			
5	Is the use of extension cords prevented, discouraged or limited, and for temporary work only?			
6	Are electrical rooms free from combustible storage?			
7	Are wall outlet and switch plates in good condition?			
8	Is proper clearance (18") maintained below sprinkler heads?			
9	Are fire extinguishers mounted, readily accessible and location identified with a label or sign?			
10	Are fire extinguishers inspected monthly and recharged annually?			
11	Are doors or stairways that are neither exits nor access to exits and which could be mistaken for exits, marked "NOT AN EXIT"?			
12	Are evacuation diagrams posted throughout the building?			
13	Are aisles and walkways at least 24" wide and free of obstructions?			
14	Are steps on stairs and stairways designed, provided and maintained with a slip-resistant surface?			
15	Are carpets free of buckles and tears?			
16	Are shelves, cabinets, storage racks, etc. over 5-feet secured from falling?			
17	If materials are stored on top of shelves, bookcases, etc., are they secured from falling?			
18	Are first aid kits accessible, inspected monthly and replenished as needed?			
19	Is the Cal/OSHA poster <i>Safety and Health Protection on the Job</i> displayed in a conspicuous location?			
20	Are emergency telephone numbers posted?			

All conditions resulting in a "No" answer or needing further clarification/comment, shall be documented below.

DETAILS & COMMENTS

No.	<i>Documentation shall be detailed so as to be self-explanatory to anyone evaluating the report, and should clearly convey the specifics relevant to the observed condition and location.</i>