



County of Los Angeles

Department: _____ Facility Name: _____

Address: _____

Inspector: _____ Date/Time: _____

FACILITY INSPECTION CHECKLIST				
A	Parking Lots and Exterior	Yes	No	NA
	<i>Paved Areas</i>			
1	Are concrete tire stops free from protruding metal anchor rods?			
2	Are parking areas free from potholes, depressions, displacements, cracks or other trip hazards including displacements greater than ½ inch?			
3	Are crosswalks and traffic lanes clearly marked?			
4	Are drains or channel recesses grated?			
5	Are paved walk path surfaces inspected and repaired (i.e., lifts, cracks, etc.)?			
	<i>Landscaping</i>			
6	Is vegetation (trees/shrubs) maintained in a manner to prevent fire hazards, pedestrian injury, 3 rd party property damage (parked vehicles and neighboring lot), and vermin/pest harborage?			
7	Are turf areas inspected for holes, exposed roots, etc.?			
8	Are irrigation covers/sprinkler heads in place?			
9	Are sprinkler/standpipe connections clearly marked?			
10	Are landscape sprinklers recessed?			
	<i>Facility Surfaces</i>			
11	Is the building address or identification clearly visible?			
12	Is the exterior maintained to prevent flaking (paint, stucco, etc.) / falling debris hazards from overhead?			
13	Is the building free from signs of vandalism?			
14	Are exterior walls free from structurally significant cracks or other damage?			
15	Are windows free from cracks or broken panes?			
	<i>General</i>			
16	Are walkways, sidewalks and parking areas adequately illuminated?			
17	Are walkways and sidewalks free from depressions, displacements, cracks or other trip hazards including displacements greater than ½ inch?			
18	Are walkways and sidewalks free of standing water?			
19	If the facility is open at night, is the exterior lighting sufficient?			
20	Are fire department connection caps in place?			
21	Are drain cleanout caps in place?			
22	Are combustible materials stored at least 10 feet away from the building, or inside an appropriate fire cabinet?			
23	Are exits onto public streets free from visibility obstructions?			
24	Is entire building perimeter accessible to emergency equipment?			
25	Are fire hydrants accessible?			
26	Is the refuse bin/disposal area maintained in a sanitary manner?			
27	Is there signage postage designating where smoking is prohibited and permitted in the workplace?			
B	Permits, Recordkeeping and Safety Data Sheets	Yes	No	NA
1	Are operating permits and records available and current for such items as elevators, air pressure tanks, etc.?			



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2	Are employee safety and health training records maintained?			
3	If applicable, is Safety Data Sheets available on site, and if not, then list location: (i.e. online) _____			
C Electrical				
		Yes	No	NA
1	Are light fixtures (indoor and outdoor) in good condition?			
2	Are wall plates in place and in good condition?			
3	Are work areas free of overloading (i.e. electrical "octopus")?			
4	Is clearance provided around electrical panels (36 inches in front and minimum width of 30 inches)?			
5	Are electrical panels marked with voltage, current, wattage and other ratings?			
6	Is a directory provided which indicates the purpose of each circuit breaker?			
7	Are openings in the electrical panels guarded and closed?			
8	Are GFCI's installed around sinks and other wet locations?			
9	Is the use of extension cords prevented, discouraged or limited, and for temporary work only?			
10	Are electric cords, plugs, and switches in good repair?			
11	Are electrical rooms free from combustible storage?			
D Fire Protection				
		Yes	No	NA
1	Are portable fire extinguishers mounted and readily accessible?			
2	Are portable fire extinguisher locations identified with labels or signs?			
3	Are fire extinguishers inspected monthly and recharged annually?			
4	Are the proper types of fire extinguishers located in their appropriate areas?			
5	Are fire doors in good operating condition?			
6	Are post indicator valves (PIVs) secured in the "OPEN" position?			
7	Are flammable materials stored in an approved container and in an approved fire cabinet?			
8	Are compressed gas cylinders stored, capped and chained in an upright position when not in use?			
9	Is the local fire department acquainted with the facilities, location and specific hazards (if any)?			
10	Is proper clearance (18 inches) maintained below sprinkler heads?			
11	If building is equipped with an automatic sprinkler system, is the main control valve accessible?			
12	Is the sprinkler system tested on a regular basis and documented?			
13	Do coffee pots and other appliances have an internal automatic shutoff?			
E Exiting or Egress				
		Yes	No	NA
1	Are exit doors unlocked during business hours and kept free of obstructions?			
2	Are all exits marked with an exit sign and illuminated by a reliable light source?			
3	Are doors or stairways that are neither exits and which could be mistaken for exits, marked "NOT AN EXIT"?			
4	Are exit doors operable from the direction of exit travel, without use of a key or any special knowledge or effort?			
5	Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of			



	traffic?			
6	Can the PA (Public Address) system be heard in all areas of the facility?			
7	Do employees know where their assembly area is located?			
8	Are exit signs clear, lit and visible from a distance of 30 feet (5-inch height minimum for lettering)?			
9	Are emergency lights tested periodically and documented?			
10	Are evacuation diagrams posted throughout the building?			

F Walkways and Stairways		Yes	No	NA
1	Are aisles and walkways at least 24 inches wide?			
2	Are aisles and walkways kept clear, free of obstructions, and tripping hazards?			
3	Are wet surfaces covered with non-slip materials?			
4	Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?			
5	Are spilled materials cleaned up immediately?			
6	Are changes of direction or elevations readily identifiable?			
7	Are guardrails provided where surfaces are elevated more than 30 inches above any adjacent level or ground?			
8	Are grates or similar covers over floor openings, such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?			
9	Are steps on stairs and walkways designed and maintained with slip-resistant surfaces?			
10	Are "WET FLOOR" signs available and used when necessary?			
11	Are handrails in place and properly secured?			
12	Do private and/or hidden areas in the workspace (where juveniles are present), utilize surveillance cameras or other technology to aid in preventing child sexual abuse?			
13	Are interior walkways equipped with surveillance cameras?			

G General Interior Work Environment		Yes	No	NA
Structures, Fixtures & Furnishings				
1	Are carpets and all floorings undamaged? (i.e. free of buckles, tears, cracks, warp or missing pieces)			
2	Is the ceiling free from leaks, loose tiles, severe stain, discoloration or other signs of damage?			
3	Are all shelves, cabinets, storage racks, lockers etc. over 5 feet secured from falling?			
4	Are pits and floor openings covered or otherwise guarded?			
5	Are ladders in good condition; joints between steps and side rails tight, hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?			
6	Is ladder properly secured upright prevent from falling?			
7	Are designated smoking areas properly identified? Signage must be posted designating where smoking is prohibited/permitted in a place of employment.			
8	Are non-combustible receptacles provided in smoking areas?			
Operations and Maintenance				
9	Are workstations clean and orderly, with trash being removed from the building daily?			
10	Are all mop room and restroom facilities kept clean, sanitary, toilet seats secured and appropriately stocked?			



11	Are combustible scrap, debris and waste stored safely and removed from the worksite promptly?			
12	Are covered metal waste cans used for oily and paint-soaked waste?			
13	If materials are stored on top of shelves, bookcases, etc., is it secured from falling?			
14	Are containers of hazardous materials/chemicals stored in designated areas (i.e. chemical cabinets)			
15	Are furnace/boiler rooms free from combustible storage?			
16	Are indoor workplaces (i.e. garages, stockroom, mail rooms) kept at less than 82°F and shielded from other high-radiant heat sources?			
17	Is potable drinking water readily available in the cooling area?			
	Storage Areas	Yes	No	NA
18	Are surveillance cameras installed in storage rooms (where juveniles are present) to aid in preventing child sexual abuse?			
19	Is the storage room free of clutter?			
20	Is the storage room organized to allow for easy access throughout the room?			
21	Are boxes and items stacked appropriately so they will not topple over?			
22	Are shelves, cabinets, storage racks, etc. over 5 feet secured from falling?			
	Eyewash Area	Yes	No	NA
23	Is an emergency eyewash/shower provided for quick flushing/drenching of the eyes and body in areas where hazardous liquids and materials are handled?			
24	If provided, is the emergency eyewash/shower free of obstruction and inspected monthly?			
H Emergency Preparedness, First Aid, Bloodborne Pathogens				
	H	Yes	No	NA
1	Are the emergency preparedness kits accessible with necessary supplies available, inspected monthly and replenished as needed?			
2	Are first aid kits accessible to each work area, with necessary supplies available, inspected monthly and replenished as needed?			
3	Is the inventory list available inside the First Aid Kit?			
4	Are the first aid kits approved by a physician, indicating they are adequate for a particular area or operation?			
5	Are bloodborne pathogen kits accessible to each work area, with necessary supplies available, inspected monthly and replenished as needed, if provided?			
I Automated External Defibrillator (AED)				
	I	Yes	No	NA
1	Does the facility have an AED?			
2	Is the AED clearly labeled, and does it always maintain a clearance of 30 by 48 inches for accessibility?			
3	Have employees been provided with instructions on how to use the AED?			
4	Is the green checkmark in or green light illuminated on the AED?			
5	Is the AED inspected monthly?			
6	Are the AED accessories available and within its expiration date?			
J Naloxone (Narcan)				
	J	Yes	No	NA
1	Does the facility have Naloxone (Narcan)?			



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2	Have employees been provided with instructions on how to use Naloxone (Narcan)?			
3	Is the Naloxone (Narcan) properly stored and within its expiration date?			
K Postings and Programs				
		Yes	No	NA
1	Is a copy or online document of the Injury and Illness Prevention Program accessible by all employees?			
2	<p>Are all required Workplace Postings displayed and updated in a prominent location where all employees are likely to see them?</p> <ul style="list-style-type: none"> a. Industrial Welfare Commission (IWC) b. Notices to Employee Injuries Caused by Work c. Minimum wage (State) d. Payday notice e. Safety and health protection on the job f. Emergency phone numbers g. Notice to employees -- injuries caused by work h. Access to medical and exposure records i. Whistleblower Protections j. Know Your Rights: Workplace Discrimination is Illegal k. Notices of WC Carrier and Coverage <p>NOTE: This list is not all inclusive, since there are other Federal and State postings requirement.</p>			
3	Where employees may be exposed to hazardous substances, are Safety Data Sheets (SDSs) readily available to affected employees?			
4	Is the Operating Rules for Industrial Trucks posted, if applicable?			
5	Is the Summary of Occupational Injuries and Illnesses (OSHA Log 300A) posted from February 1 through April 30?			
L				
	List any other accessible areas not noted above (e.g., closets, laundry facilities, large food pantries, etc.) and whether surveillance cameras were installed to monitor the area.	Yes	No	NA
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M Unsafe Work Behaviors				
		Yes	No	NA
1	<p>Were there any unsafe work behaviors/conditions noticed at the time of the inspection? Was it reported to the Supervisor on duty: Yes If yes, _____ Name of Supervisor on duty _____ No If no, why _____ Comments: _____</p>			

