

# Unit and Field Office Inspection Form

Provide copy of this completed form to the Bureau Chief, and the Employee Safety and Health Program via Dawain Faison (dawain.faison@labor.nc.gov). to be uploaded to the intranet and the specific Unit.

Unit: Research & Info Technology	Location of Inspection:
Inspection Team:	Date of Inspection: 7/8/15
1. Tanny Higgins 2. Javanah Weeden	Unit Manager: Tina Morvis-Anderson Additional Comments:
3,	·

## **Inspection Information**

Cords in walkways	Extension cords used as permanent wiring
Damaged cords (any type)	Exposed energized parts
Missing ground pin on electrical cord	Daisy chain (power strip plugged into another power strip)
Excessively warm/overheated cords or equipment:	Outlet missing cover or broken cover
	Two prong adapter used or two prong extension cord
itional Comments, notations, and abatement information (i	ncluding date):
	- '

	Blocked fire extinguishers
Emergency Exit lighting is working correctly	Exit doors in working condition
Space heaters meet testing laboratories criteria (Identify)	Block Exit doors
Flammable/Combustibles stored correctly	Chemicals stored correctly
Excessively warm/overheated cords or equipment:	Fire extinguishers inspected (identify by Serial #)

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Unit: Osh Administration	Location of Inspection: OSh 3rd Floor ORB
Inspection Team:	Date of Inspection: 6 26/15
1. Jacquelyn Haley	Unit Manager: Kevin Beauregard
	Additional Comments:
2. Brian Harper	
3.	

# **Inspection Information**

Damaged cords (any type)  Missing ground pin on electrical cord	Exposed energized parts  Daisy chain (power strip plugged into another power strip)
	Daisy chain (newer strip plugged into another newer strip)
	Daisy chain (power surp plugged into another power surp)
Excessively warm/overheated cords or equipment:	Outlet missing cover or broken cover
	Two prong adapter used or two prong extension cord
litional Comments, notations, and abatement information (including	g date):

Items stored within 3 feet of a heater and/or heat source	Blocked fire extinguishers
Emergency Exit lighting is working correctly	Exit doors in working condition
Space heaters meet testing laboratories criteria (Identify)	Block Exit doors
Flammable/Combustibles stored correctly	Chemicals stored correctly
Excessively warm/overheated cords or equipment:	Fire extinguishers inspected (identify by Serial #)
tional Comments, notations, and abatement information (incl	



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Unit: Human Resources	Location	n of Inspection: 15+ Floor Labor Bldg.
Inspection Team:	Date of	Inspection: 04124115
1. Karissa Sluss	Unit Mai	nager: Romothes Cottons
2. , , , , , , , , , , , , , , , , , , ,	Addition	nal Comments:
- 11 Dulluck		
3.		
Inspec	ction I	nformation
Electrical Cords and Outlets: Check appropriate box v	when cor	ndition is identified and add notation
Cords in walkways		Extension cords used as permanent wiring
Damaged cords (any type)		Exposed energized parts
Missing ground pin on electrical cord		Dalsy chain (power strip plugged into another power strip)
Excessively warm/overheated cords or equipment:		Outlet missing cover or broken cover
		Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information	ı (includir	ng date):
•	•	·
	•	
. Fire Hazards and Egress: Check appropriate box whe	n condit	ion is identified and make notation
Items stored within 3 feet of a heater and/or heat source	3	Blocked fire extinguishers
Emergency Exit lighting is working correctly	1	Exit doors in working condition
- Space heaters meet testing laboratories criteria (Identify	) .	Block Exit doors
Flammable/Combustibles stored correctly		Chemicals stored correctly
Excessively warm/overheated cords or equipment:		Fire extinguishers inspected (identify by Serial #)
		· ·
Additional Comments, notations, and abatement information	(includin	g date):

no concerns or vidations



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Unit: Budget	Location of Inspection: Labor Bldg. / 3rd floor
Inspection Team:	Date of Inspection: 6/24/15
1. Araela Hamilton	Unit Manager: Jack Brinson
	Additional Comments:
۷.	observed no violations
3,	

### **Inspection Information**

ords in walkways	Extension cords used as permanent wiring
amaged cords (any type)	Exposed energized parts
lissing ground pin on electrical cord	Daisy chain (power strip plugged into another power strip)
Excessively warm/overheated cords or equipment:	Outlet missing cover or broken cover
	Two prong adapter used or two prong extension cord
tional Comments, notations, and abatement information (i	ncluding date):

tems stored within 3 feet of a heater and/or heat source	Blocked fire extinguishers
mergency Exit lighting is working correctly	Exit doors in working condition
pace heaters meet testing laboratories criteria (Identify)	Block Exit doors
lammable/Combustibles stored correctly	Chemicals stored correctly
xcessively warm/overheated cords or equipment:	Fire extinguishers inspected (identify by Serial #)  5K8G7 * Inspections are up to date and have been completed monthly.



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Unit: Communications	Location of Inspection: Labor Bldg. / Ist Ploor
Inspection Team:	Date of Inspection: 6/24/15
1. Angela Hamilton	Unit Manager: Dolores Quesen berry
2	Additional Comments:
	no violations
3.	

## **Inspection Information**

ords in walkways	Extension cords used as permanent wiring
amaged cords (any type)	Exposed energized parts
lissing ground pin on electrical cord	Daisy chain (power strip plugged into another power strip)
Excessively warm/overheated cords or equipment:	Outlet missing cover or broken cover
	Two prong adapter used or two prong extension cord
tional Comments, notations, and abatement information (	including date):
la	

Items stored within 3 feet of a heater and/or heat source  Emergency Exit lighting is working correctly	The state of the s
	Exit doors in working condition
Space heaters meet testing laboratories criteria (Identify)	Block Exit doors
Flammable/Combustibles stored correctly	Chemicals stored correctly
Excessively warm/overheated cords or equipment:	Fire extinguishers inspected (identify by Serial #)  nja-none in communications  area.
ditional Comments, notations, and abatement information (include	ling date):