

<u>UNIT INSPECTION FORM</u>
(A Copy of this completed form should be provided to the affected Supervisor, the Unit Manager, the Department Safety and Health Coordinator, and the Employee Safety and Health Steering Committee)

OGI	it:		Unit Manager				
OSH Admin			Allen McNeely				
Loc	eation Inspected:		Inspection Team:				
OR	B Bldg		Mildred Rivera/O	Chane	l Brown		
Ins	pection Date:	Date Information	Date Information Provided to Unit Manager:				
8/28	8/12		8/28/12				
		t box	PECTION INFORMATIO  if the items listed below exist. D		ent the location and details in		
inc	space provided at the end of this	mspe	ction report)				
	ECTRICAL CORDS AND OU	•	* /				
		•	* /		Empty opening in electrical equipment		
	ECTRICAL CORDS AND OU Electrical cords attached to	•	TS Two pronged extension cords				
	ECTRICAL CORDS AND OU Electrical cords attached to building surfaces Frayed, cut, nicked, or damaged cords exposing interior	•	TS Two pronged extension cords used		equipment		
	ECTRICAL CORDS AND OU Electrical cords attached to building surfaces Frayed, cut, nicked, or damaged cords exposing interior conductors Cords running exposed across	•	Two pronged extension cords used  Two pronged adapter used  Missing ground pin on electrical		equipment  Exposed live parts		

FIR	RE HAZARDS AND EGRESS		
	Items stored within 3 feet of electrical panel	Exit doors do not open easily	Combustible storage directly in front of outlets
	Items blocking fire extinguishers Cords running exposed across walkways	Combustible storage in halls/passageways, etc.	Burned/inoperable exit signs
	Items blocking exit doors	Halls narrowed to less than 44 inches	Burned/inoperable emergency lights
Exp	olanation: All areas clear.		
STO	ORAGE		
	Storage stacked higher than 5 feet without stepstool or ladder for access	Storage within 3 feet of heater/heat source	Storage stacks lean and/or not secure
□ Exp	Storage stacked within 18 inches of sprinkler heads <b>planation:</b>	Aisles narrowed to less than 28 inches	
	hazards found.		
HA	ZARDOUS SUBSTANCES		
	Compressed gas cylinder not capped and secured	Acids and bases, and/or incompatible chemicals, stored adjacent to each other	Chemical containers not labeled with name and hazard
	Flammable chemicals stored outside flammable cabinets (25 gallons or greater Class 1A and 120 gallons Class 1B, 1C, II or III flammables/combustibles in containers)	aujacent to each other	
Exp	lanation:		

MISCELLANEOUS ITEMS				
Burned out or missing light bulbs		Spurs, splinters, protruding nails, etc. on furniture		Monthly Laboratory Inspection Completed
Light bulbs not covered with sheath or cover		Tripping hazards in carpet or floors		Any other item not listed
Explanation:				
FIRE EXTINGUISHER(S) and				
(please check boxes to indicate it	ems we	ere inspected)		
Fire extinguishers have a curren	t inspect	tion sticker	hts are	e in operating order
Explanation: Inspected thru August 2012.				
SAFETY AND/OR HEALTH IN (Please identify hazard and locat		FION DOCUMENTATION		
Explanation:				
No hazards found.				

Unit/Bureau/Division:



### **ADMINISTRATION UNIT INSPECTION FORM**

Unit/Bureau/Division Manager:

(A Copy of this completed form should be provided to the Unit Manager(s), the Unit Safety And Health Committee, and the Employee Safety And Health Steering Committee)

Research, Policy, and IT				Tina Morris-Anderson			
Des	cription of Area Inspected (e.g., B	uildin	ıg, Floor):	Inspector(s) Name:			
111 Hillsborough Street, 3 <sup>rd</sup> and 5 <sup>th</sup> floors				Todd McNoldy/Amy Jaeger			
Insp	Inspection Date: Fo			Follow-Up Inspection Date (if any):			
09/1	1/12						
	ase place a check in the adjacent bo ided at the end of this inspection re	x if th		NFORMATION elow exist. Documen	nt the	location and details in the space	
ELF	ECTRICAL CORDS AND OUTLI	ETS					
	Electrical cords attached to building surfaces		Two pronged e	xtension cords used		Empty opening in electrical equipment	
	Frayed, cut, nicked, or damaged cords exposing interior conductors		Two pronged adapter used			Exposed live parts	
	Cords running exposed across walkways		Missing ground cord	d pin on electrical		Ungrounded equipment	
	Extension cords used as permanent wiring		Outlet with mis	ssing or broken cover		Excessively warm/overheated cords, breakers, equipment	
Exp	lanation:						
FIR	E HAZARDS AND EGRESS						
	Items stored within 3 feet of electrical panel		Items blocking doors or windo	exit/fire escape ws		Burned/inoperable exit/fire escape signs	
	Items blocking fire extinguishers		not accessible	e doors or windows due to some other		Combustible storage directly in front of outlets	
	Cords running exposed across walkways		Exit/fire escape	g., height, location) e doors or windows		Combustible storage in halls/passageways, etc.	
	Halls narrowed to less than 44 inches		do not open ea	sily			

	uisher in IT Department w		ed replacing soon. At the time of was conducted while we were then		ction, it had not been inspected in
STORAGE					
	e stacked higher than 5 feet at stepstool or ladder for		Storage within 3 feet of heater/heat source		Storage stacks lean and/or not secure
sprinkl	e stacked within 18 inches of ler heads		Aisles narrowed to less than 28 inches	$\boxtimes$	Cardboard, cloth, paper, etc., stored directly on floor
				osets	and offices in both R & P and IT
HAZARDO	OUS SUBSTANCES				
Compr	ressed gas cylinder not capped cured		Acids and bases, and/or incompatible chemicals, stored		Chemical containers not labeled with name and hazard
	hable chemicals stored outside able cabinets (25 lbs. or		adjacent to each other		
	ANEOUS ITEMS  I out or missing light bulbs		Spurs, splinters, protruding nails, etc. on furniture		Any other item not listed
or cove		$\boxtimes$	Tripping hazards on carpet or floors		
Explanatio Some loose		hway	s/oft-traversed areas in offices th	at cou	ld present tripping hazards.
	ND/OR HEALTH INSPE	CTIC	ON DOCUMENTATION		
Explanatio	n:				
as boxes an of any docu been raised	nd papers stored directly of imented inspection of the l	n the [T div previo	ipping hazards due to bundled co floor in numerous locations. The ision's fire extinguisher going ba- busly. In addition, the on-site insp	majo ck to 2	r issue in our minds was the lack 2010 despite this issue having

# I hereby certify that the above information is true and accurate to the best of my knowledge:

Inspector(s)' Signature:	Date:
Todd McNoldy	9/11/12
Amy Jaeger	9/11/12



# **UNIT INSPECTION FORM**

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Loc:	mmissioners Office aged Affairs ation Inspected: and Floor - Labor pection Date:		Iding	Unit Manager Commissio Jane G Inspection Team Tammy Date Information	i: H		
	9-10-12			9-10-1	7		
Rea	son for Delay (if any):						
INSPECTION INFORMATION  (Please place a check in the adjacent box if the items listed below exist. Document the location and details in the space provided at the end of this inspection report)							
ELI	ECTRICAL CORDS AND OU	TLE	rs				
	Electrical cords attached to building surfaces		Two pronged used	extension cords		Empty opening in electrical equipment	
	Frayed, cut, nicked, or damaged cords exposing interior conductors		Two pronged	adapter used		Exposed live parts	
	Cords running exposed across walkways		Missing groun	nd pin on electrical		Ungrounded equipment	
	Extension cords used as permanent wiring		Outlet with m	issing or broken		Excessively warm/overheated cords, breakers, equipment	
Exp	lanation:						
1	no harands for	)	./				

R	E HAZARDS AND EGRESS				
	Items stored within 3 feet of electrical panel		Exit doors do not open easily		Combustible storage directly in front of outlets
	Items blocking fire extinguishers Cords running exposed across walkways		Combustible storage in halls/passageways, etc.		Burned/inoperable exit signs
	Items blocking exit doors		Halls narrowed to less than 44 inches		Burned/inoperable emergency lights
Exp	lanation:				
	no huzands found	S		4	
STO	DRAGE				
	Storage stacked higher than 5 feet without stepstool or ladder for access		Storage within 3 feet of heater/heat source		Storage stacks lean and/or not secure
□ Exp	Storage stacked within 18 inches of sprinkler heads blanation:		Aisles narrowed to less than 28 inches		ï
	no hazands fou	no		,	
HA	ZARDOUS SUBSTANCES				
	Compressed gas cylinder not capped and secured		Acids and bases, and/or incompatible chemicals, stored adjacent to each other		Chemical containers not labeled with name and hazard
Ex	Flammable chemicals stored outside flammable cabinets (25 gallons or greater Class 1A and 120 gallons Class 1B, 1C, II or III flammables/combustibles in containers) planation:		asjaceni to each other		
	no hazands t	C Duna	J.	,	

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NATE	CORT I ANIEONIO IDENIO				
IVILIS	SCELLANEOUS ITEMS				
	Burned out or missing light bulbs		Spurs, splinters, protruding nails, etc. on furniture		Monthly Laboratory Inspection Completed
	Light bulbs not covered with sheath or cover		Tripping hazards in carpet or floors		Any other item not listed
Exp	lanation:				
•					e.
	No hazara E EXTINGUISHER(S) and EN	S	found.		
FIR	E EXTINGUISHER(S) and El	MER	GENCY LIGHTING		
(ple	ase check boxes to indicate iten	ns we	ere inspected)		
	Fire extinguishers have a current in	nspect	ion sticker	nts are	in operating order
Exp	lanation:				
SAI (Ple	FETY AND/OR HEALTH INST ase identify hazard and location	PECT n)	TION DOCUMENTATION		
Exp	lanation:				
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<u>UNIT INSPECTION FORM</u>
(A Copy of this completed form should be provided to the Unit Manager, the Unit Safety And Health Committee, and the Employee Safety And Health Steering Committee)

Uni	t: Budget & Managem	معد	*/	Unit Manager	Ta	ick Brinsan/
	Communication	`-		Dolo	ves a	uesenbern
Loc	Communication Inspected: Bruget /Co	mm	unalm	Inspection Te	am: T	T Bulluck
			2			enrifer Haywad
Ins	pection Date:			Date Informa		vided to Unit Manager:
	September 4, 2012	·8		Septimb	er7,.	2012
Res	son for Delay (if any):					
					-	
		PRINTER	AND THE PERSON IN		<b>.</b>	
		1 10 I I I I	ים ופות חוויוויי מישע	NFORMATI		
Ple						ent the location and details in
	] ase place a check in the adjacen space provided at the end of this	t box	if the items list			ent the location and details in
the :	ase place a check in the adjacen space provided at the end of this	t box inspe	if the items list ection report)			ent the location and details in
the :	ase place a check in the adjacen	t box inspe	if the items list ection report) TS			ent the location and details in  Empty opening in electrical equipment
the s	space place a check in the adjacent space provided at the end of this ECTRICAL CORDS AND OUT Electrical cords attached to building surfaces  Frayed, cut, nicked, or damaged	t box inspe	if the items list ection report)  TS  Two pronged	extension cords		Empty opening in electrical
ELI	space place a check in the adjacent space provided at the end of this ECTRICAL CORDS AND OUT Electrical cords attached to building surfaces	t box inspe	if the items list ection report)  TS  Two pronged used	extension cords		Empty opening in electrical equipment
ELI	rase place a check in the adjacent space provided at the end of this ECTRICAL CORDS AND OUT Electrical cords attached to building surfaces  Frayed, cut, nicked, or damaged cords exposing interior	t box inspe	if the items list ection report)  TS  Two pronged used  Two pronged	extension cords	Docum	Empty opening in electrical equipment
ELI	ECTRICAL CORDS AND OUT Electrical cords attached to building surfaces  Frayed, cut, nicked, or damaged cords exposing interior conductors  Cords running exposed across	t box inspe	if the items list ection report)  TS  Two pronged used  Two pronged:  Missing groundered	extension cords	Docum	Empty opening in electrical equipment  Exposed live parts
ELI	ECTRICAL CORDS AND OUT Electrical cords attached to building surfaces  Frayed, cut, nicked, or damaged cords exposing interior conductors  Cords running exposed across walkways  Extension cords used as permanent wiring	t box inspe	if the items list ection report)  TS  Two pronged used  Two pronged and items in ground  Outlet with m	extension cords adapter used	Docum	Empty opening in electrical equipment  Exposed live parts  Ungrounded equipment  Excessively warm/overheated
ELI	ECTRICAL CORDS AND OUT Electrical cords attached to building surfaces  Frayed, cut, nicked, or damaged cords exposing interior conductors  Cords running exposed across walkways  Extension cords used as	t box inspe	if the items list ection report)  TS  Two pronged used  Two pronged and items in ground  Outlet with m	extension cords adapter used	Docum	Empty opening in electrical equipment  Exposed live parts  Ungrounded equipment  Excessively warm/overheated

FIR	E HAZARDS AND EGRESS  Items stored within 3 feet of electrical panel		Exit doors do not open easily		Combustible storage directly in front of outlets
	Items blocking fire extinguishers Cords running exposed across walkways		Combustible storage in halls/passageways, etc.		Burned/inoperable exit signs
	Items blocking exit doors		Halls narrowed to less than 44 inches		Burned/inoperable emergency lights
Exp	danation:				
CTC	ODACE				
	ORAGE Storage stacked higher than 5 feet without stepstool or ladder for access		Storage within 3 feet of heater/heat source		Storage stacks lean and/or not secure
Ex	Storage stacked within 18 inches of sprinkler heads planation:		Aisles narrowed to less than 28 inches		
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
HA	ZARDOUS SUBSTANCES				Chemical containers not labeled
	Compressed gas cylinder not capped and secured	Ц	Acids and bases, and/or incompatible chemicals, stored adjacent to each other	L	with name and hazard
E	Flammable chemicals stored outside flammable cabinets (25 gallons or greater Class 1A and 120 gallons Class 1B, 1C, II or III flammables/combustibles in containers)				
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M	ISCELLANEOUS ITEMS				
	Burned out or missing light bulbs		Spurs, splinters, protruding nails, etc. on furniture		Monthly Laboratory Inspection Completed
	Light bulbs not covered with sheath or cover		Tripping hazards in carpet or floors		Any other item not listed
E	xplanation:				
				-	

FIRE EXTINGUISHER(S) and EMERGENCY LIGHTING (please check boxes to indicate items where inspected)	
Fire extinguishers have a current inspection sticker Emergency lights are in operating order	
Explanation:	
Fire extraoushous have not been inspected since late 2010/comy 2011.	
Fire extraordishers have not been inspected since late 2010/100my 2011. Art Birth (Buildy Marger) is aware of this.	
SAFETY AND/OR HEALTH INSPECTION DOCUMENTATION (Please identify hazard and location)	
Explanation:	



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PSI	Unit:		Unit Manager										
PSIM			Anne Weaver										
Location Inspected:  ORB Bldg – 2 <sup>nd</sup> Floor  Inspection Date:  09/06/12			Inspection Team: Carrie Boring  Date Information Provided to Unit Manager: 09/06/12										
								Rea	ason for Delay (if any):				
								the	ease place a check in the adjacent space provided at the end of this  ECTRICAL CORDS AND OU  Electrical cords attached to	it box inspe	ction report)		ent the location and details in
									building surfaces	Ц	Two pronged extension cords used		Empty opening in electrical equipment
	building surfaces  Frayed, cut, nicked, or damaged cords exposing interior		used		equipment								
	building surfaces  Frayed, cut, nicked, or damaged cords exposing interior conductors  Cords running exposed across		used Two pronged adapter used Missing ground pin on electrical		equipment  Exposed live parts								

FIRE HAZARDS AND EGRESS						
	Items stored within 3 feet of electrical panel		Exit doors do not open easily		Combustible storage directly in front of outlets	
	Items blocking fire extinguishers Cords running exposed across walkways		Combustible storage in halls/passageways, etc.		Burned/inoperable exit signs	
	Items blocking exit doors		Halls narrowed to less than 44 inches		Burned/inoperable emergency lights	
	lanation:					
N/A					v.	
STC	DRAGE					
	Storage stacked higher than 5 feet without stepstool or ladder for access		Storage within 3 feet of heater/heat source		Storage stacks lean and/or not secure	
	Storage stacked within 18 inches of sprinkler heads		Aisles narrowed to less than 28 inches			
-	lanation:					
	rage properly stacked on pallets Will be removed shortly.	s in s	torage room. A few boxes on th	ie flo	or of offices for temporary	
use.	will be removed shortly.					
HA	ZARDOUS SUBSTANCES					
	Compressed gas cylinder not capped and secured		Acids and bases, and/or incompatible chemicals, stored adjacent to each other		Chemical containers not labeled with name and hazard	
	Flammable chemicals stored outside flammable cabinets (25 gallons or greater Class 1A and 120 gallons Class 1B, 1C, II or III flammables/combustibles in containers)		adjacent to each other			
Explanation: N/A						
14/A	9					

MISCELLANEOUS ITEMS								
	Burned out or missing light bulbs		Spurs, splinters, protruding nails, etc. on furniture		Monthly Laboratory Inspection Completed			
	Light bulbs not covered with sheath or cover		Tripping hazards in carpet or floors		Any other item not listed			
	olanation: ry clean and orderly.							
FIRE EXTINGUISHER(S) and EMERGENCY LIGHTING (please check boxes to indicate items were inspected)								
	Fire extinguishers have a current inspection sticker							
Explanation:								
SAFETY AND/OR HEALTH INSPECTION DOCUMENTATION (Please identify hazard and location)								
Explanation:								
No hazards found.								
				200	u By			