



Employee Safety and Health Program

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: District 1	Location of Inspection: Asheville Office
Inspection Team:	Date of Inspection: 3/25/2015
1. Cheryl Smith	Unit Manager: Jennie Cagle
2.	Additional Comments:
3.	No hazards were found

Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
<input type="checkbox"/>	Cords in walkways
<input type="checkbox"/>	Damaged cords (any type)
<input type="checkbox"/>	Missing ground pin on electrical cord
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:
<input type="checkbox"/>	Extension cords used as permanent wiring
<input type="checkbox"/>	Exposed energized parts
<input type="checkbox"/>	Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/>	Outlet missing cover or broken cover
<input type="checkbox"/>	Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date):	

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation	
<input type="checkbox"/>	Items stored within 3 feet of a heater and/or heat source
<input checked="" type="checkbox"/>	Emergency Exit lighting is working correctly
<input checked="" type="checkbox"/>	Space heaters meet testing laboratories criteria (Identify)
<input checked="" type="checkbox"/>	Flammable/Combustibles stored correctly
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:
<input type="checkbox"/>	Blocked fire extinguishers
<input checked="" type="checkbox"/>	Exit doors in working condition
<input type="checkbox"/>	Block Exit doors
<input checked="" type="checkbox"/>	Chemicals stored correctly
<input checked="" type="checkbox"/>	Fire extinguishers inspected (identify by Serial #) #RD-379022, #RD-379023
Additional Comments, notations, and abatement information (including date): Fire Extinguishers checked on 3/25/2015; Space heat has ETL Listed Mark	