



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: ETTA	Location of Inspection: ORB 3rd-4 th Floor
Inspection Team:	Date of Inspection: 3/31/14
1. Jesse Mendoza	Unit Manager: Wanda Logoe
2.	Additional Comments:
3.	

Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition 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	☐	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
Additional Comments, notations, and abatement information (including date):			

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation			
☐	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 #)
☐		☐	
Additional Comments, notations, and abatement information (including date): All fire extinguishers up to date on both floors. Defibrillator status OK.			