

**Education Training and Technical Assistance Bureau (ETTA)
Safety Committee and Inspection Meeting**

December 28, 2018

Team:

Carlene Galvin Harris

James Washington

The fourth quarter walkthrough inspection of ETTA areas in the Old Revenue Building (ORB) and meeting was held on December 4, 2018. Discussions about stand-up desks and walking/working surfaces were discussed. The carpet was replaced in October and November starting on the second floor. The Evacuation Route signage near the 4th floor elevator had fallen off the wall. Building Maintenance was contacted to replace. There were no fire hazards or other items identified.

We will conduct the 1st quarter meeting and walkthrough during the last two weeks of January 2019.

The next Safety and Health Steering Committee meeting is scheduled for January 8, 2019.