



# 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 Amanda Carroll ([Amanda.Carroll@labor.nc.gov](mailto:Amanda.Carroll@labor.nc.gov)). To be uploaded to the intranet and the specific Unit.

Unit: OSH Compliance East	Location of Inspection: Lake Boone Tr., 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Floors and Parking Deck
Inspection Team:	Date of Inspection: 8/31/2017 (completed 9/1/17).
1. Deborah Samad	Unit Manager: Bruce Miles
2.	Additional Comments:
3.	

## 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"/>	Extension cords used as permanent wiring
<input type="checkbox"/>	Damaged cords (any type)	<input type="checkbox"/>	Exposed energized parts
<input type="checkbox"/>	Missing ground pin on electrical cord	<input type="checkbox"/>	Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:	<input type="checkbox"/>	Outlet missing cover or broken cover
<input type="checkbox"/>		<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 type="checkbox"/>	Blocked fire extinguishers
<input checked="" type="checkbox"/>	Emergency Exit lighting is working correctly <i>See below:</i>	<input type="checkbox"/>	Exit doors in working condition
<input type="checkbox"/>	Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/>	Block Exit doors
<input type="checkbox"/>	Flammable/Combustibles stored correctly	<input type="checkbox"/>	Chemicals stored correctly
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:	<input type="checkbox"/>	Fire extinguishers inspected (identify by Serial #) KL-719206; MX-832020; YZ-947616; YZ-947814; YZ-947825
Additional Comments, notations, and abatement information (including date): Emergency lighting/Exit signs which <b>FAIL</b> : 3 <sup>rd</sup> Fl.: Lab. door to main office, #61; at door to Info. Proc. Asst., #52. 2 <sup>nd</sup> Fl.: Conf. Rm B, #45; Training room (rear), #47. West stairwell: On landing between parking deck and 1 <sup>st</sup> fl., #95: (test button jammed, unable to test); at door to 2 <sup>nd</sup> Fl., #92; on landing between 2 <sup>nd</sup> and 3 <sup>rd</sup> fl., #91. East stairwell: At door to 2 <sup>nd</sup> Fl., #101; on landing between 1 <sup>st</sup> and 2 <sup>nd</sup> floor, #102: (test button jammed, unable to test).			



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Unit: District 1	Location of Inspection: Asheville Office
Inspection Team:	Date of Inspection: August 30, 2017
1. Kristie Hall	Unit Manager: Kay Knezevich
2. Leighton Dowdle	Additional Comments:
3.	No hazards were found during the inspection.

## 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"/>	Extension cords used as permanent wiring
<input type="checkbox"/>	Damaged cords (any type)	<input type="checkbox"/>	Exposed energized parts
<input type="checkbox"/>	Missing ground pin on electrical cord	<input type="checkbox"/>	Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:	<input type="checkbox"/>	Outlet missing cover or broken cover
<input type="checkbox"/>		<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 type="checkbox"/>	Blocked fire extinguishers
<input type="checkbox"/>	Emergency Exit lighting is working correctly	<input type="checkbox"/>	Exit doors in working condition
<input type="checkbox"/>	Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/>	Block Exit doors
<input type="checkbox"/>	Flammable/Combustibles stored correctly	<input type="checkbox"/>	Chemicals stored correctly
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:	<input type="checkbox"/>	Fire extinguishers inspected (identify by Serial #) Kiddie Fire Extinguishers (#RD-379022 and #RD-379023)
<input type="checkbox"/>			
Additional Comments, notations, and abatement information (including date):			