



Employee Safety and Health Program

Unit and Field Office Inspection Form

Provide copy of this completed form to the Unit Committee Chair. It will be uploaded to the intranet and shared with the unit manager of the area(s) inspected. To be uploaded to the intranet and the specific Unit.

Unit: HR & Legal Affairs	Location of Inspection: Labor Building
Inspection Team:	Date of Inspection: 010/18/2023
1. Shannon Utley <i>Shannon Utley</i>	Unit Manager: Renathe Cotten/Jill Cramer
2. John Rosser <i>[Signature]</i>	Additional Comments:
3.	<i>Completed.</i>

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"/> Two prong adapters used or two prong extension cords
Additional Comments, notations, and abatement information (including date): All cords and outlets were following NCDOL Safety standards. <i>Yes</i>	

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:	Fire extinguishers inspected (identify by Serial #) Legal: <i>G35891582 10/2/23</i> HR: <i>G35919323 3/1/23</i>
Additional Comments, notations, and abatement information (including date): All fire extinguishers were checked and reviewed. All extinguishers in HR (1) & Legal Affairs (1) will expire 03/2024. <i>Yes</i>	