



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) to be uploaded to the intranet and the specific Unit.

Unit: District 1	Location of Inspection: Asheville Office
Inspection Team:	Date of Inspection: September 2018
1. Kristie Hall	Unit Manager: Kay Knezevich
2. Leighton Dowdle	Additional Comments:
3.	No hazards were found during 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)
Additional Comments, notations, and abatement information (including date): The AED (HeartStart FR2+ defibrillator) was checked, to include: located in designated location, no damage or missing parts, battery was charged, a spare battery was present, and AED pads are current.			



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Unit:	Location of Inspection: <i>CLT FIELD OFFICE</i>
Inspection Team:	Date of Inspection: <i>9-27-18</i>
1. <i>TED HENDRIX</i>	Unit Manager:
2. <i>GEORGE THROWER II</i>	Additional Comments:
3.	

Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
<input checked="" type="checkbox"/> Cords in walkways	<input checked="" type="checkbox"/> Extension cords used as permanent wiring <i>X</i>
<input checked="" type="checkbox"/> Damaged cords (any type)	<input checked="" type="checkbox"/> Exposed energized parts
<input checked="" type="checkbox"/> Missing ground pin on electrical cord	<input checked="" type="checkbox"/> Daisy chain (power strip plugged into another power strip)
<input checked="" type="checkbox"/> Excessively warm/overheated cords or equipment:	<input checked="" type="checkbox"/> Outlet missing cover or broken cover
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date): <i>Extension cord in Tara Payne cube but not plugged in.</i>	

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