



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: February 2018
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):			

MONTHLY OFFICE INSPECTION

WINSTON-SALEM FIELD OFFICE

DATE OF INSPECTION: 2/18

PERFORMED BY: Sam/Puss

FIRE EXTINGUISHERS:

- ☒ Front Lobby (#1)
- ☒ Hallway (#2)
- ☒ South Stairwell (#3)
- ☒ Sign Out board (#4)
- ☒ IH Lab (#5)
- ☒ South Exit Stairwell (#6)
- ☒ Main Fire Stairwell (#6)

FIRST AID KIT

- ☒ OK
- ☒ Needs supplies

EMERGENCY LIGHTS

- ☒ South Exit Stairwell (#27)
- ☒ South Hallway (#29)
- ☒ North Walkway (#31)
- ☒ Supervisor's Hall (#33)

DEFILBRILLATOR

- ☒ Electrode Pads
- ☒ Battery OK

EXIT SIGNS

- ☒ Front Door
- ☒ Front Stairwell (#48)
- ☒ South Work Station (#30)
- ☒ Back Door (#28)
- ☒ North Work Station (#32)
- ☒ South Reception (#34)
- ☒ Top of Main Stairs (#51)
- ☒ In Front of Elevator (#50)

BATHROOMS

- ☒ Men's
- ☒ Women's

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