



# 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: Compliance - West	Location of Inspection: Charlotte Field Office
Inspection Team:	Date of Inspection: November 30, 2022
1. Griselle Negron	Unit Manager: Lee Peacock
	Additional Comments:
2.	

## 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): <b>N/A</b>			

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 #)
<input type="checkbox"/>		<input type="checkbox"/>	
Additional Comments, notations, and abatement information (including date): <b>1. Emergency Lights on the West side of the building were verified for efficiency. No issues were identified.</b>			