



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: July 31, 2017
1. Kristie Hall	Unit Manager: Jennie Cagle
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):			



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Unit: Charlotte	Location of Inspection/n: Charlotte Office
Inspection Team: District II	Date of Inspection: 8/8/17
1. Jermaine Dennis	Unit Manager: Paul Sullivan
	Additional Comments:
2. Griselle Negron	

Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation			
<input type="checkbox"/> N	Cords in walkways	<input type="checkbox"/> N	Extension cords used as permanent wiring
<input type="checkbox"/> N	Damaged cords (any type)	<input type="checkbox"/> N	Exposed energized parts
<input type="checkbox"/> NA	Missing ground pin on electrical cord	<input type="checkbox"/> N	Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/> NA	Excessively warm/overheated cords or equipment:	<input type="checkbox"/> N	Outlet missing cover or broken cover
		<input type="checkbox"/> NA	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"/> N	Items stored within 3 feet of a heater and/or heat source	<input type="checkbox"/> N	Blocked fire extinguishers
<input type="checkbox"/> Y	Emergency Exit lighting is working correctly	<input type="checkbox"/> N	Exit doors in working condition
<input type="checkbox"/> Y	Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/> N	Block Exit doors
<input type="checkbox"/> Y	Flammable/Combustibles stored correctly	<input type="checkbox"/> Y	Chemicals stored correctly
<input type="checkbox"/> N	Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Y	Fire extinguishers inspected (identify by Serial #)
Additional Comments, notations, and abatement information (including date): Exit Doors: Employee Entrance Door; door does not close securely and have to pull tightly to close and push against the door to lock from the outside. An email was sent by Laura to the entire building to which the landlord is on to warn everyone about the issue.			



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Unit: District 1	Location of Inspection: Asheville Office
Inspection Team:	Date of Inspection: August 9, 2017
1. Leighton Dowdle	Unit Manager: Jennie Cagle
2.	Additional Comments:
3.	No hazards were found during this 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):			