

# Building Safety Inspection Report Form

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Building/Area: \_\_\_\_\_

Room/Approx Location	Issue

## Inspections Protocol

- Wear your name tag, if you don't have one, have your ID card visible.
- Follow all COVID safety policies at all times!
- Only enter spaces that are open/unlocked or you have access to with your swipe card.
- If you cannot enter a space for any reason, note this on the report.
- Do not go into offices
- If space is occupied:
  - If space is at capacity, do not enter.
  - If occupants are not following COVID safety policies, do not enter. Be Kind and Remind. Text a CSO 503-849-8678.
  - If it is safe to enter, introduce yourself, inform them that you are conducting safety inspections as part of the Safety Committee. Ask if they have any safety concerns they would like you to know about.

## Common issues to look for

- Extension cords being used (power strips are okay)
- Broken/missing outlet covers
- Slip/trip hazards (cords/wires, worn down traction, folded carpet, cracked concrete)
- Propped fire doors/automatic closing doors
- Obstructed walkways
- Breaking ceiling clearance
  - 18 inches if sprinklers present
  - 24 inches if no sprinklers present

## Things to check in all buildings

- Evacuation map on every floor, legible and not blocked
- No missing fire extinguishers (look for fire extinguisher holders)
- Fire alarm pull station is not blocked
- AED is in AED case