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## MONTHLY BUILDING INSPECTION FORM

### WELCOME!

This sample program is provided to assist you as an employer in developing programs tailored to your own operation. We encourage you to copy, expand, modify and customize this sample as necessary to accomplish this goal.

This document is provided as a compliance aid, but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes.) Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed. Of course, we welcome your comments and feedback!

The North Carolina Department of Labor OSH Consultative Services Bureau can be contacted for further assistance such as helping you set up your individual program and even with on-site surveys. Feel free to contact us at 1-800-NCLABOR or at 919-807-2899. You may also want to visit our website at <http://www.nclabor.com/osha/consult/bcs1.htm>

Remember: A written safety/health program is only effective if it is put into place!

## MONTHLY BUILDING INSPECTION FORM

**Building:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

**Date:** \_\_\_\_\_

OK	Not ok	Description	Comments/Action(s)
		Electric cord attached to building surface or run through door/ceiling/wall.	
		Electric cord frayed, cut, or damaged.	
		Light-duty 2-prong extension cord used.	
		Ground pin missing from cord.	
		Empty opening (knockout) in electric box.	
		Exposed live electrical parts.	
		Ungrounded equipment.	
		Storage within 3' of electric panels.	
		Circuit breakers/disconnects not labeled.	
		Fire extinguishers blocked/obscured.	
		Fire extinguishers w/o monthly check.	
		Exit doors blocked/locked.	
		Exit signs/arrows not in place and visible.	
		Emergency evacuation lights not tested.	
		Storage >5' w/o stepstool or ladder.	
		Storage within 18" of sprinkler heads.	
		Storage within 3' of heater/heat source.	
		Storage aisles <28" wide.	
		Storage stacks lean/unstable.	
		Compressed gas not capped/chained	
		Excessive flammables outside of cabinets.	
		Incompatible chemicals stored together.	
		Chemicals not labeled with name/hazards.	
		Material Safety Data Sheets not available.	
		Emergency shower/eyewash not tested weekly.	
		Housekeeping not up to standards.	
		Wet/slippery floors not marked/corrected.	
		Trip hazards in floor, stairs, sidewalks etc	
		First-aid kit and PPE not available.	
		Burned out or missing light bulbs.	
		Oily/greasy rags not in covered metal can.	
		Machinery guards in place.	
		Guardrails/stair-rails in place as required	
		PPE provided and properly used.	
		<b>Other:</b>	
		<b>Other:</b>	