

School of the Arts Hazard Assessment Checklist

Front of the House Safety Inspection Checklist

Location: _____ Area: _____

Inspected by: _____ Date: _____

Quarterly inspections are recommended. Annual inspections are required. Document the inspections using this checklist. Mark potential hazards according to your judgment. Check all items that apply, and make comments when warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA).

Fire Prevention, Emergency Exits, Emergency Response		Yes	No	N/A	Corrective Action/Date Completed
1	Emergency phone numbers (including EH&S injury hotline) are posted near a phone.				
2	Fire doors are unlocked and kept closed at all times.				
3	Emergency exit doors are visible and free of obstructions on both sides of the doors.				
4	Exits are properly marked and illuminated.				
5	Fire extinguishers are mounted, accessible, fully-charged and serviced within the last 12-months.				
6	Fire extinguishers, alarm pulls, sprinkler risers, and sprinklers heads are free of obstructions.				
7	Intercom or emergency communication equipment is operational.				
8	Occupancy limits are posted near the main exit of large rooms and assembly areas.				
9	Evacuation maps are posted.				
10	First aid kits are fully supplied and sanitary				
11	Flammable and combustible materials are stored away from ignition sources.				
12	Space heaters are absent.				
13	Aisle widths in venues without permanent seating are maintained in accordance with fire department requirements.				
Electrical Hazards		Yes	No	N/A	Corrective Action/Date Completed
14	Cords and plugs are in good condition; no exposed internal wires or taped wires.				
15	Extension cords are only used temporarily.				
16	No multi-extension cord or extension cord to surge device usage.				
17	Outlets and switches cover plates are present.				

School of the Arts Hazard Assessment Checklist - Front of the House Safety Inspection Checklist (continued)

Electrical Hazards		Yes	No	N/A	Corrective Action/Date Completed
18	Breakers and fuse switches are identified.				
19	Ground fault circuit interrupters are in use in wet areas.				
20	Electrical panels are free of obstructions have a clearance of 30" to each side and a clearance of 36" in front.				
Walking Surfaces, Stairways, Ramps, and Corridors		Yes	No	N/A	Corrective Action/Date Completed
21	Building entrances, aisles, and work areas are free of trip and fall hazards.				
22	Entrance mats are in place, and extended mats are used during wet weather.				
23	No tripping hazards present. Walkways are clear of all materials, cords, wires, paper, and equipment.				
24	Carpets and rugs are secure and in good condition.				
25	Floors are clean, dry, and free slippery materials.				
26	Stairways, ramps, and corridors are illuminated.				
27	Stairways, ramps, and corridors are clear and free of stored materials.				
28	Stair treads are in good condition.				
29	Ramps have non-slip surfaces.				
30	Handrails and guardrails are present where required and are in good condition.				
31	Aisle lights are functioning properly.				
Food Service and Storage Areas		Yes	No	N/A	Corrective Action/Date Completed
32	Food and beverage service permits are properly displayed.				
33	Food, beverages, and service equipment is stored away from cleaning products.				
34	Refrigeration units are set no higher than 45°.				
35	Freezer units are set below 32°.				
36	Signs are posted in adjacent restrooms reminding service personnel to wash their hands.				
37	Primary and secondary chemical containers are labeled to identify the contents and specific hazard.				

School of the Arts Hazard Assessment Checklist - Front of the House Safety Inspection Checklist (continued)

General Storage		Yes	No	N/A	Corrective Action/Date Completed
38	Storage shelves are not overloaded.				
39	Bookcases, storage cabinets, and file cabinets are secured from tipping.				
40	File drawers are closed when not in use.				
41	Materials are stored to minimize unnecessary climbing, reaching, and bending.				
42	No storage is within 18" of sprinkler heads (24" from ceiling when no sprinklers).				
Other		Yes	No	N/A	Corrective Action/Date Completed
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