Headquarters
Safety & Health Inspection Checklist

U.S. Department of Housing and Urban Development
Office of Administration

This list is intended only as a guideline. Look for other unsafe conditions or acts; report them; and initiate appropriate corrective action. Note particularly whether those unsafe conditions or acts which previously caused accidents, injuries, illnesses, or fires have been corrected. Note also whether potential accident, illness, or fire hazards, marked 'X' on previous inspections have been corrected.

Instructions: Place an 'X' in either the Satisfactory column or the Unsatisfactory column for each of the characteristics listed below. Use the comments section to note any situation not covered by the checklist.

Area Inspected:	Date:

I. Housekeeping	Satis-factory	Un-sat.
a. Aisles, floors, and stairs (clear of obstacles)	☐	☐
b. Storage and piling of materials	☐	☐
c. Loose, shelved materials	☐	☐
d. Trash confinement	☐	☐
II. Floors		
a. Evenness of surfaces (not warped, rough, splintered; no loose covering, gaps, uneven trench plates, protruding outlets)	☐	☐
b. Spilled liquids (immediately removed, blocked off, Facilities Opns Div. notified, 708-1955)	☐	☐
c. Telephone/Electrical/Data boxes/holes filled/covered	☐	☐
d. Carpets & floor tiles (not torn, frayed, crimped; no gaps; no chipped/broken tiles)	☐	☐
III. Electrical		
a. Extension cords (necessary, or could be replaced by convenient electrical outlets; if used, adhesive-backed, flush electrical molding used)	☐	☐
b. Grounding of machines (proper use of 3-prong plugs or other grounding means)	☐	☐
c. Telephone/Electrical/Data boxes/holes (not in traffic areas, properly secured, etc.)	☐	☐
d. Fans (placement, guarding, and wiring)	☐	☐

IV. Ergonomics	Satis-factory	Un-sat.
a. Work station design (appropriate and properly adjusted furniture for individual functions)	☐	☐
V. Office Equipment		
a. Computers, typewriters, calculators, dictating, copying machines, etc. (placement)	☐	☐
b. Noise levels	☐	☐
c. Stepladders, stools, etc. (stability)	☐	☐
VI. Furniture		
a. Desks, tables, bookcases, chairs, etc. (condition of legs, edges, handles, glass panels, surfaces, casters, safety stops on drawers, etc.)	☐	☐
b. File cabinets, upright shelving, etc. (stability, items properly secured, heavy items in bottom drawers)	☐	☐
c. Wall-hung mirrors, pictures, boards, etc. (adequacy of hanging method)	☐	☐
VII. Facilities		
a. Light (inadequate/glare/bright/dim; task -adjustable lighting available where needed; VDT screens away from glossy surfaces, parallel to windows, blinds/drapes available)	☐	☐
b. Ventilation (vents unobstructed by furniture, walls, partitions, etc.)	☐	☐
c. Windows (glass, blinds, etc.)	☐	☐
d. Walls-moldings, core base properly glued, no obstructions, holes, etc.	☐	☐
e. Ceiling tiles (missing, loose, broken, soaked)	☐	☐

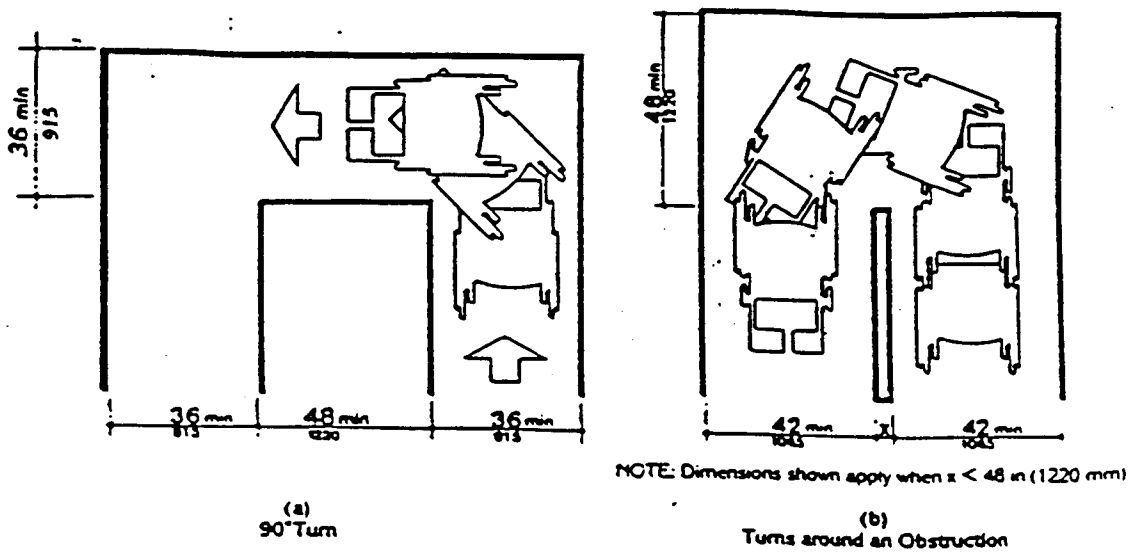
Comments or recommendations

Name & location of assigned office:	Telephone:	Name of Safety Representative: (print and sign)	Date:

form HUD-795.2A (2/96)
ref Handbook 791.1

VIII. Accessibility	Satis-factory	Un-sat.
a. Aisles are at least 36 inches wide.	☐	☐
b. Pathway width increases to at least 48 inches where the accessible pathway makes a U-turn around an object. (Fig. 7)	☐	☐
c. In aisles less than 60 inches wide, there are 60 inch passing spaces at intervals of 200 feet.	☐	☐
d. Objects mounted to walls do not project more than 4 inches into interior space.	☐	☐
e. Free standing objects mounted on posts project less than 12" into route of travel.	☐	☐
f. There is an accessible path of at least 36 inches clear alongside protruding objects.	☐	☐
g. Doorways shall have a minimum clear opening of 32" (815mm) with a door open of 90 degrees, measured between the face of the door and the door stop.	☐	☐

This diagram may be used to interpret item b above.



(a)
90° Turn

(b)
Turns around an Obstruction

Fig. 7
Width of Accessible Route