



# Southeastern Louisiana University

## Quarterly Building Inspections Procedures

As a building coordinator you have a responsibility to faculty, staff, students, and guests to make sure the building is safe. The inspection process begins from the parking lot to the inside of the building.

The inspection categories are broad to address the needs of all buildings. Choose the areas that address your building and complete the inspection process.

The purpose of the quarterly building inspection is to identify hazards in buildings on Southeastern Louisiana University Campus.

The following are procedures for building inspections:

- Designate a person to complete the inspection – More than one person may be designated for multistory buildings.
- Contact Safety Office for initial training of inspector.
- Using the Building Inspection form, inspect the entire area of the building including closets.
- If deficiencies are found send a “Service Request” to Physical Plant for correction.
- Keep a copy of the inspection and send a copy to the Safety Office.
- The Safety Office will notify each Building Coordinator and appointed inspector when the inspections are due each quarter. The quarterly reports are done in January, April, August, and October.



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## Guide to Quarterly Building Inspection

The categories below correspond to those listed on the Building Inspection Report. Items to be inspected within each category are listed separately, along with guidelines for inspecting each.

### 1. FIRE PROTECTION -

- ✓ Fire extinguishers should read "charged" (green). Extinguishers should be mounted no more five feet above the floor. Tag on extinguisher is dated within one year.
- ✓ Exits, Stairs and Signs - Panic hardware gives easily. Exit access is not blocked by storage.
- ✓ Exit door is not blocked, chained or locked. Railings are secure in stairwell. No storage under stairwell. Exit lights are illuminated. All emergency exits lead to outside.
- ✓ Manual pull fire alarms are in good condition (not broken).
- ✓ Emergency lighting - Push check button to test.
- ✓ Fire doors open properly and are self-closing.
- ✓ Fire escapes and handicap ramps are adequate.

### 2. HANDICAP EXTENSIONS -

- ✓ Check handicap accessibility to restrooms, ramps, and fountains.

### 3. ELECTRICAL EQUIPMENT -

- ✓ Grounding
- ✓ Plugs - Electrical equipment so designed has three prongs intact and utilized. Double insulated where indicated by cord tag.
- ✓ Cord - The condition of cord and area where cord meets plug is OK. Cords are secured to floor or aisles.
- ✓ Extension cords and multiple receptacles are discouraged.
- ✓ All electrical cords should be secured together so as not to be a tripping hazard.

#### **4. BUILDINGS AND STRUCTURES -**

- ✓ Floors and surfaces - Look for loose or broken tile. Is the floor damp or uneven? Is the floor slippery?
- ✓ Grounds - Look for broken pavement or holes in the ground leading to building. Check the drainage during wet times. Check for clogged drains.
- ✓ Windows - Look for broken panes. Make sure windows that open do so easily.
- ✓ Stairs - Check the condition of treads. Make sure the stairs are clear with no storage.
- ✓ Walls and Partitions - Make sure partitions do not block the flow of people. Partitions should not block emergency exits.

#### **5. HOUSEKEEPING -**

- ✓ Aisles, Stairs, Floors - No debris, storage, water, grease in path of travel.
- ✓ Storage & Piling of Materials - Flammables and combustibles should be stored in appropriate container.
- ✓ Janitor's Closet - No over stocking of supplies.
- ✓ Do not stack boxes or other items above normal reaching distance (such as on top of filing cabinets) unless there is a non-slip stepping stool available.

#### **6. ENVIROMENTAL CONDITIONS -**

- ✓ Dusts and sprays - Airborne dust or mist from an operation should be corrected immediately.
- ✓ General Illumination - Check all fixtures for missing or broken bulbs.

#### **7. EXTERIOR –**

- ✓ Sidewalks from parking lot to building are in good condition (no elevation change of more than  $\frac{3}{4}$  inch).
- ✓ Doors open easily.
- ✓ Ramps are unobstructed.
- ✓ No flyers or notices posted on exit doors (blocks vision).

## **8. MISCELLANEOUS –**

- ✓ Emergency phone numbers - All phones in every office should have "In Case of an Emergency Call 2222". (These can be obtained from Safety Office.)

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