



## **Facility/Property/Building Manager Monthly Safety Walk Checklist**

This checklist is a guide to assist facility/property/building managers in identifying basic safety-related problems commonly observed in buildings via a regular safety walk. A safety walk is a visual inspection of your building with an eye toward identifying and correcting unsafe or potentially unsafe conditions. Conducting a monthly (or periodic) safety walk through your building is an easy and effective way to IDENTIFY and PREVENT safety-related problems including accidents and injuries, fire, hazardous material and chemical releases, and pest infestations to name just a few.

### **General**

- ✓ Good housekeeping in and around building and trash storage locations reduces risk of accidents, fire, pests, and other problems.
- ✓ Ensure building hazmat survey and Operations/Maintenance Plans is available and up to date and asbestos-containing materials are in good condition - no visible damage.
- ✓ Certificates of Occupancy posted in building and Certificates of Assembly posted and in assembly locations (>50).
- ✓ Areas with high noise levels have been evaluated by EH&S to determine if posting and hearing protection is required.
- ✓ Keep air intake areas unobstructed, clean and free of storage or debris.
- ✓ Regardless of season, eliminate (when possible) standing water to reduce mosquito habitats, mold problems, and risks of accidents.
- ✓ Wall, floor, and ceiling penetrations are properly sealed to prevent pest, odor, and fire/smoke travel throughout building.
- ✓ Ensure exterior doors are closed and secured against entry of pests. Check sweeps for proper seal.

### **Common Areas – Entry/Exitways/Lobbies/Foyers/Hallways/Stairwells**

- ✓ Stair treads and nosings are slip-resistant and have non-slip finish.
- ✓ Entry mats do not present a trip hazard.
- ✓ Hallways and stairwells other means of egress are free and clear of clutter (e.g. furniture, bikes, bookcases, etc.) and combustible material.
- ✓ Stairwell identifying markers are posted and legible. ID markers state the stairwell name and level (i.e. North Stair, floor 3, etc.).
- ✓ Evacuation map is up-to-date and posted in elevator lobbies, adjacent to fire rated stairwells, at exit discharges, and assembly occupancies.
- ✓ Fire extinguishers mounted, accessible, clearly marked and inspected by 3<sup>rd</sup> party within last year and internally monthly. Documentation of both inspection on the fire extinguisher tag.
- ✓ Exit or fire-rated doors fully closed and latched and unlocked from direction of travel out the door. Fire-rated door assemblies are to be inspected annually and documentation must be maintained.



- ✓ Emergency lighting and illuminated exit signs tested monthly (30-second test for each) and once annually while operating on backup power for 90-minutes. Documentation of monthly and annual tests available.
- ✓ Exit signs present, visible and illuminated.
- ✓ Exit discharge and exterior egress paths to public right of way are clear and accessible.
- ✓ Sprinkler heads have minimum clearance of 18 inches in all directions.
- ✓ Fire alarm and sprinkler control rooms are labeled as such and locked.
- ✓ Exterior fire department connections to the sprinkler system are free of obstructions and caps are in place. Signage identifying the fire department is visible from the street.
- ✓ Fire Escape certifications are up-to-date, 5 year inspection and city certifications on site.
- ✓ High-rise certifications available at buildings over 70 Ft. in height within the City of Boston. Exterior wall inspections of these structures are to occur every 5 years and be certified.
- ✓ Minimize the use of space heaters. Ensure space heaters are UL listed with tip switches and working temperature controls.
- ✓ Toasters, toaster ovens, etc. used away from combustible materials.

### **Mechanical Rooms/Storage Space**

- ✓ Good housekeeping in area to minimize collection of trash or abandoned equipment and hazardous materials.
- ✓ Confined Spaces properly posted with Harvard Confined Space sign “Danger Confined Space- Do Not Enter”.
- ✓ Electrical panels are unobstructed, closed, secured, and labeled.
- ✓ Electrical wires, junction boxes, etc. properly guarded by conduit or cover.
- ✓ GFCIs installed within 36” of water source and functional.
- ✓ Flammable liquids (gasoline, paints, some cleaners, etc.) of 10 gallons or more must be stored in flammable storage cabinet.
- ✓ Universal Waste storage area marked with sign and wastes, bulbs, batteries, mercury-containing devices properly stored and labeled.

### **Rooftops**

- ✓ Roof top access is restricted, locked and a sign posted (especially dormitories/residential buildings).
- ✓ Access points to the roof identify possible hazards, such as fall protection, utility devices (cell tower devices/microwaves) and hawk nests.
- ✓ Fall protection devices (railings, walls, anchors) are in good condition.
- ✓ Remove materials that can blow off rooftop during high wind conditions and create a hazard.