

Office/Workplace Inspection Checklist



Department:		Room number:				Room use:		Date:	
Room supervisor/group:		Yes	No	n/a	Remedial action (by whom and when)			Completed	
Overcrowding									
Is there adequate space for each of the room occupants?									
Housekeeping									
Is the room free from excessive clutter?									
Are the work surfaces clean?									
Is the floor clear of obstruction?									
Are gangways clear of obstruction?									
Environment									
Is the lighting adequate for the work activity?									
Is lighting flicker and glare free?									
Is the area comfortably warm?									
Is the area adequately ventilated?									
Fire									
Are escape routes free from obstruction?									
Is fire equipment available?									
First Aid Provision									
Is the location of the nearest first aid kit identified?									
Are First Aiders or first aid appointed persons identified?									
Electrical Services									
Are light switches free from defect?									
Are sockets free from defect?									
Are there an adequate number of sockets in the area?									
Do items of electrical equipment pass a visual inspection?									
Waste									
Is there adequate provision of waste receptacles?									
Are waste receptacles emptied regularly?									
Additional Notes									