



Common Areas* Inspection Checklist

*Common Areas: (hallways, lobbies, stairwells, kitchens, washrooms, classroom, etc.)

Building:	Date Inspected:
Department(s) / Areas:	Inspected by:

1.	Administrative	Yes	No	N/A	Comments
1.1	Are the past 3 months of Joint LSC meeting minutes posted in staff common areas? Do they indicate the LSC members' names?				
1.2	Is an Accident Record Book or electronic version available?				
1.3	Is the Building Emergency Plan up-to-date and accessible to all Building and Floor Emergency Coordinators and their alternates?				
2.	Fire Safety				
2.1	Are the exits (doorways), exit aisles, stairwells, and corridors free of obstacles and combustible materials?				
2.2	Are fire doors kept closed at all times (unless self-closing in case of fire alarm)?				
2.3	Are all emergency exit signs properly lit?				
2.4	Are fire extinguishers visible and accessible; are they properly mounted to wall panels; are current inspection tags securely attached?				
2.5	Have all fire extinguishers been inspected within the last 12 months?				
2.6	Are fire alarm pull stations visible and unobstructed?				
2.7	Are combustible materials kept away from all sides and tops of heaters and electrical equipment?				
2.8	Are extension cords in good condition, not overloaded, not a tripping hazard?				
2.9	Are space heaters CSA or UL approved and plugged directly into a wall outlet?				

3.	Seismic Bracing & Earthquake Preparedness	Yes	No	N/A	Comments
3.1	Are furnishings more than four feet high secured to prevent tipping? e.g. file cabinets, display cases, etc				
3.2	Are projection screens, AV displays, blackboards and whiteboards securely fastened?				
3.3	Are large and heavy objects stored on lower shelves in storage areas or bookcases?				
4.	General Safety Concerns				
4.1	Is the flooring free of damage? e.g. carpet, tile, linoleum, etc.?				
4.2	Are there any tripping hazards present?				
4.3	Is the ceiling free of leaks/damage?				
4.4	Are the automatic door openers working?				
4.5	Is the emergency phone in the elevator(s) working properly?				
4.6	Are washrooms and kitchens in good working order, without damaged fixtures or materials?				
4.7	Is entrance and lobby lighting adequate?				
5.	Personal Safety				
5.1	Are staff aware of the Campus Alone and Safewalk programs offered by CSEC?				
5.2	Are Campus Security phone stickers on all telephones?				
6.	COVID-19				
6.1	Has building COVID-19 signage been removed? Please remove any remaining interior building COVID-19 door/wall/floor signage.				
7.	Inspection Items Unique to Your Area				
7.1					
7.2					
7.3					
7.4					



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Instructions

- List deficiencies and action items in the space below (attach extra pages if needed.)
- Refer all building maintenance items to Facilities Management via FMIS.
- Contact OHSE if you have questions about completing this form or where to refer deficiencies.
- Review inspection results at your monthly LSC meeting.