

Mission Bay Aquatic Center Safety Inspection Checklist

- The scope of this safety inspection form is designed to assist facility operations personnel in identifying unsafe conditions.
- The checklist is to be completed at the beginning of each semester as directed by the district's policy.
- Please complete this form and forward the original to the Site/Department Supervisor.
- Keep a copy for 1 year plus the current year.
- Follow-up on the status of corrective actions and work orders monthly.
- List each item requiring correction in the REMARKS section and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE.

Inspector

Date

Location/Area

MEETING ROOMS

Circle One

Comments

Items over 5 feet in height are properly anchored	Y N n/a	
Extension cords, phone cords, and cables are properly routed or covered to avoid trip and fall hazards	Y N n/a	
Aisles, walkways, and work areas are free of trip and fall hazards (i.e. torn carpets, turned up edges of door mats, boxes, etc.)	Y N n/a	
Exit paths are free of materials/furniture at all times	Y N n/a	
All areas are adequately illuminated	Y N n/a	
Storage and equipment rooms are neat and orderly	Y N n/a	
Work and storage areas are free of improper storage (e.g. heavy, high and/or unstable storage)	Y N n/a	
36" clearance is maintained in front of all electrical panels	Y N n/a	
Step stools or ladders are readily available	Y N n/a	

for reaching high places			
The alarm and intercom systems are operable	Y	N	n/a
Portable fire extinguishers are adequate, charged, pins secure, mounted and tags current	Y	N	n/a
Fire extinguishers are accessible (i.e. unblocked)	Y	N	n/a
Electrical receptacles are in good working condition	Y	N	n/a
No loose casters on chairs. All rungs and legs sturdy	Y	N	n/a
No sharp edges, points, burns or splinters on standard furniture in room	Y	N	n/a
All tools are in their proper place	Y	N	n/a
Sharp tools are stored with point/blade down	Y	N	n/a
All doors function properly	Y	N	n/a
All door panic hardware function properly	Y	N	n/a
Evacuation routes clearly posted near lobby entrance	Y	N	n/a
Portable furniture is stored on proper carts in a secure manner	Y	N	n/a
Portable furniture is stored so that it is not a fall hazard	Y	N	n/a
Fabric stage, wall, and window coverings are in good repair and do not present a trip, cath, or fire hazard	Y	N	n/a
Floor surfaces are clean, dry, and free of debris and tools	Y	N	n/a
There is adequate walking space approaching exits	Y	N	n/a

NORTH END OF YARD

Foot traffic control signs and barriers are maintained and used	Y	N	n/a	
Gas/key box is well maintained	Y	N	n/a	
Path to emergency fuel shut off is unobstructed	Y	N	n/a	
Fire extinguisher is in good working condition and unobstructed	Y	N	n/a	
Fuel handle and fuel box locks are available and used	Y	N	n/a	
Only type one safety cans are available for mobile fueling	Y	N	n/a	
Emergency spill procedures are posted and clean-up material is available	Y	N	n/a	
No smoking/open flame signs posted near fueling area	Y	N	n/a	
Lock is in place on wash locker	Y	N	n/a	
Sump pumps are both in working order	Y	N	n/a	
ADA requirements are met	Y	N	n/a	

RESTROOMS/LAUNDRY AREA

Non-slip mats are in place	Y	N	n/a	
Area is well lit	Y	N	n/a	
Safe towel storage is practiced	Y	N	n/a	
Dryer exhaust duct is in good working order	Y	N	n/a	

BUILDING EXTERIOR

GFI plugs are used and covers are in	Y	N	n/a	
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good working order			
Closed/slippy surface signs are available and used	Y	N	n/a
Non-slip surfaces on gangway is well maintained	Y	N	n/a
Trip hazards are marked or eliminated	Y	N	n/a
Stored masts are secured	Y	N	n/a
Electrical/phone room is clean and well maintained	Y	N	n/a
Walkways around building are free of debris and trip hazards	Y	N	n/a
Drainage grates are secure and in working condition	Y	N	n/a

LOBBY

Perimeter is maintained around fireplace	Y	N	n/a
Fire extinguisher and pull station are unobstructed	Y	N	n/a
Evacuation map is posted	Y	N	n/a
Caution/wet surface signs are available and used	Y	N	n/a

ACTIVE STORAGE

Non-slip surfaces are maintained	Y	N	n/a
Exits are unobstructed	Y	N	n/a
Fire extinguisher on Trauma Wall is unobstructed	Y	N	n/a
Fire pull station near patio exit is unobstructed	Y	N	n/a
Fire extinguisher on BBQ is in service	Y	N	n/a
Good housekeeping standards are met	Y	N	n/a

Step stools and ladder are readily available	Y	N	n/a	
Cabinets are closed immediately after use	Y	N	n/a	
Casters on racks are in good working order	Y	N	n/a	
Overhead lights are in good working order	Y	N	n/a	
Trauma Wall is well maintained	Y	N	n/a	
Oxygen supply checked	Y	N	n/a	
Backboard is in good working order	Y	N	n/a	
Throw rings and lifeguard equipment provided and in good working order	Y	N	n/a	

OFFICE

Desk and file drawers are closed immediately after use	Y	N	n/a	
File cabinets, storage cabinets, bookshelves and other items over 5 feet in height are properly anchored	Y	N	n/a	
Extension cords, phone cords, and cables are properly routed or covered to avoid trip hazards	Y	N	n/a	
A maximum of one power strip per electrical receptacle is used	Y	N	n/a	
Aisles, walkways, and work areas are free of trip and fall hazards (i.e. torn carpets, turned up edges of door mats, boxes, etc.)	Y	N	n/a	
Exit paths are free of boxes/materials at all times	Y	N	n/a	
All work areas are adequately illuminated	Y	N	n/a	
Storage and equipment rooms are neat and orderly	Y	N	n/a	
Work and storage areas are free of improper storage (i.e. heavy, high and/or unstable storage)	Y	N	n/a	

36" clearance is maintained in front of all electrical panels	Y	N	n/a	
Step stools or ladders are readily available for reaching high places	Y	N	n/a	
The tension on the paper cutter blade is adjusted to prevent the blade from free falling	Y	N	n/a	
Employees who are responsible for performing first aid have been trained in blood borne pathogen prevention annually	Y	N	n/a	
The alarm and intercom systems are operable	Y	N	n/a	
Portable fire extinguishers are adequate, charged, pins secure, mounted and tags current	Y	N	n/a	
Employees are trained annually in the use of fire extinguishers	Y	N	n/a	
Electrical cords and plugs are in good condition (i.e. not frayed, taped, spliced, or group prong missing)	Y	N	n/a	
Electrical receptacles are in good working condition	Y	N	n/a	
Computer workstations are ergonomically correct (i.e. document holders, wrist rests, etc.)	Y	N	n/a	
Hand trucks, dollies, or carts are available and used for handling bulk mail and supplies	Y	N	n/a	
The first aid room is equipped with red biohazardous waste bags	Y	N	n/a	
The first aid room is equipped with sharp container	Y	N	n/a	
Gloves and one-way valve resuscitators are available to employees performing first aid and CPR	Y	N	n/a	
The Preferred Provider list poster and Workers' Compensation Benefits poster is posted in the staff lounge on the	Y	N	n/a	

certificated and classified bulletin boards			
Employees have been instructed in proper lifting techniques	Y	N	n/a
Employees who provide first aid to students have been certified in first aid	Y	N	n/a
All office employees have had office ergonomic training within the last two years	Y	N	n/a
Rungs and legs of chairs are sturdy. No loose casters	Y	N	n/a
No sharp edges, points, burns, or splinters on furniture	Y	N	n/a
All fans are adequately guarded	Y	N	n/a
All tools are in their proper places	Y	N	n/a
All sharp tools such as scissors and letter openers are stored point/blade down	Y	N	n/a
Storage cabinets are organized such that heavy items are stored in the lower and middle shelves	Y	N	n/a
Bottled materials are within easy reach	Y	N	n/a
Floor surfaces are clean, dry, and free of debris or tools	Y	N	n/a
There is adequate walking space approaching exits	Y	N	n/a
All electrical equipment is in good working condition	Y	N	n/a
Personal appliances such as space heaters and coffee makers are compliant with the building's electrical circuit system	Y	N	n/a