

Utah Public Library Facility Inspection Checklist



Library		
Inspection Date		
Inspection Team – Names	Name 1	Name 2
Inspection Team - Signatures	Signature 1	Signature 2
<i>Minimum of two people required: Library Director and Chair of the Library Board</i>		

Instructions:

This inspection should be conducted annually. The Library Director should walk through the library facility with at least one other person, preferably your Library Board Chair, to note any hazards. Please do not take two staff members for the inspection because staff are used to the building and may not notice issues as easily. A certified official or fire marshal is not required to complete this inspection.

- If the item is not relevant to your library, write NA (Not Applicable) in the corresponding “No Action” box.
- If there are no problems under a particular item, put a checkmark (✓) in the corresponding “No Action” box.
- If a problem is found, put a checkmark (✓) in the corresponding “Action” or “Urgent Action” box and in “Comments” a brief description of what is wrong.
- If you take care of the issue immediately, describe the problem in “Comments” and what action you took, and put a checkmark in the relevant box if further action is required.

SLIPS, TRIPS, AND FALLS		No Action <i>Green</i>	Action <i>Amber</i>	Urgent Action <i>Red</i>	Comments
Item					
1	Floors and stairs in good condition and have even surfaces (no cracks or holes)				
2	Carpeting is securely fitted, with no loose ends				
3	Area is generally tidy and the floor free of clutter				
4	Spills are cleaned up immediately by everyone				
5	Water machines/machinery do not leak				
6	Are there any trailing leads that pose a trip hazard?				
7	Walkways, landings and corridors clear of obstructions and trip hazards (e.g. cables)				
8	Is there enough storage space and shelving is available?				
9	Are waste disposal facilities suitable for the area?				
10	Stairwells have securely fixed handrails				
FIRE SAFETY		No Action <i>Green</i>	Action <i>Amber</i>	Urgent Action <i>Red</i>	Comments
Item					
11	Are all employees and contractors fully aware not to block or store materials in front of or behind fire exits?				

12	Fire doors and exits are clearly marked, kept clear on both sides at all times, and never left open?				
13	Fire extinguishers are present in marked locations and display a current inspection label/tag?				
14	Emergency exit signs are in place and show correct routes, with no conflicting signage?				
15	Can final fire exit doors be opened from the inside (not padlocked)?				
16	Fire doors should NOT be wedged open, battery operated 'Dorlocks' are permitted				
17	Are fire door viewing panels kept clear? Paper covering on the corridor side of viewing panels is permitted				
18	Is the emergency fire and evacuation procedure displayed next to call point(s)?				
19	Are the alarm signals clearly audible and not too loud?				
20	Have employees been instructed in the fire evacuation procedures in the event of an emergency?				
21	Are Personal Emergency Evacuation Plans in place for people with disabilities?				
22	Is the assembly point signage clear and visible?				
23	Can fire doors open easily and close fully and is the self-closer working correctly?				
24	Are there Fire Marshals or Wardens on each floor/area?				
25	Does the building have a Fire Liaison Officer?				
26	Does the kitchen contain a fire blanket?				
EQUIPMENT					
	Item	No Action Green	Action Amber	Urgent Action Red	Comments
27	Projection screens are securely fixed to the wall/ceiling				
28	All power sockets and switches are in good condition (not loose or damaged)				
29	Extension cords and power strips are not overloaded or daisy chained				
30	Furniture is stable and undamaged				
31	Equipment used to access materials and supplies (e.g. stepladders and stools) are stored correctly				

32	Each filing cabinet can only have one drawer open at a time				
33	There is no unwanted (obsolete or damaged) equipment				
34	Manual handling aids (e.g. book trucks and carts) are in good condition, inspected and labelled				
35	In general electrical equipment bears a current inspected/ tested label and is not obviously damaged (including extension leads)				
36	Microwave oven bears a current "Inspected for leaks" label (as well as electrical test label)				
37	Have risk assessments been done and are control measures being implemented?				
GENERAL AREA Item		No Action Green	Action Amber	Urgent Action Red	Comments
40	Is lighting adequate and operational?				
41	Sufficient electrical outlets in good working order				
42	Heating is adequate and the thermostat is fully functioning				
43	Air conditioning is adequate and the thermostat is fully functioning				
44	Windows are clean. Window seals are intact. Closures and safety catches are working correctly				
45	Blinds are fully functional and not broken or missing sections				
46	Layout of shelving and furniture adequate and allows plenty of space between objects				
47	Shelving is sufficient. Shelving is not too high or overloaded				
48	The doors are fully functioning.				
49	Ceiling tiles missing or damaged, showing signs of dampness or mold?				
50	Walls showing damage, dampness or mold?				
51	Waste baskets and recycling bins are provided and placed in visible areas?				
52	Coat rack or hangers are provided				