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 3rd 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.

Revision Date: 2/5/18
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.