

## St Mary's University Health and Safety Halls of Residence Inspection Checklist

<b>Location:</b>	
<b>Inspected By:</b>	<b>Date Inspected:</b>

☒ = Satisfactory      ☐ = Needs improvement

### Common Rooms

	Description	Corrective Action Needed	Date reported
	Areas are adequately illuminated and light fixtures intact		
	Areas are clean, orderly and don't present a hazard		
	Resident students are not engaged in unsafe acts, e.g. using chairs as stepstools, using multiple extension cords, etc.		
	Walls in good condition		
	Floor in good condition – flooring is secure and free of tears, lumps or loose pieces		
	No tripping hazards in evidence		

### Corridors, Stairways, Hallways

	Adequate lighting in corridors, stairs and hallways and light fixtures intact		
	Stairways clear – not cluttered		
	Stair treads in good condition		
	Handrails installed and in good condition		
	Halls kept clear of equipment and supplies		
	Emergency exit doors clearly marked and accessible		
	Fire extinguishers accessible and fully charged		
	Walls in good condition		
	Floor in good condition – flooring is secure and free of tears, lumps or loose pieces		
	No tripping hazards in evidence		
	All fire doors are in good condition		

### Bathroom and Toilet Areas

	Areas are adequately illuminated and light fixtures intact		
	Areas are clean, orderly and don't present a hazard		
	Walls in good condition (no cracked or missing tiles)		
	Floor in good condition – flooring is secure and free of tears, lumps or loose pieces		
	No tripping hazards in evidence		

### Kitchen Areas

	Areas are adequately illuminated and light fixtures intact		
	Areas are clean, orderly and don't present a hazard		
	Walls in good condition (no cracks or missing tiles)		
	Floor in good condition – flooring is secure and free of tears, lumps or loose pieces		
	No tripping hazards in evidence		
	Floors dry – not slippery		
	Electrical outlets not overloaded		
	Equipment properly grounded (3 pronged plugs)		
	Electrical cords and plugs in good condition		
	Extension cords not substituted for permanent wiring		
	Emergency exit doors clearly marked and accessible		
	Fire extinguishers accessible and fully charged		
	No unauthorised equipment present		
	All cookers and ovens are clean (if present)		