

FACILITY SELF-INSPECTION CHECKLIST

Member Name: _____ **Inspected by:** _____
Building Name: _____ **Date:** _____
APRA Building ID: _____ **Address or GPS:** _____

Step 1: Complete this checklist for the building listed above. Completing this form may earn your organization a premium contribution refund under APRA's Loss Control Incentive Program (LCIP).

ITEM	YES	NO	N/A	NOTES
1. Is vegetation cleared away from the building, fuel tanks, outdoor electrical panels, and other installations?				
2. Are exterior walls and windows in good condition?				
3. Do you have a snow and ice removal plan for the walkways, entrances and exits of this building?				
4. Are all exterior lights working?				
5. Are floors, decking, and walking surfaces in good condition with no holes, cracks, or uneven surfaces?				
6. Are stairs with four or more risers equipped with standard handrails?				
7. Do landings have railings?				
8. Are the landings and stair treads in good condition?				
9. Are all machine guards in place on fixed and handheld tools such as saws, grinders, presses, etc.				
10. Are welding work areas well-ventilated and shielded?				
11. Are all unused expansion slots in circuit breaker panels covered with an appropriate filler plate?				
12. Are all electrical panel connections cleaned and tightened by a competent person, at least once every 3 years to reduce electrical fire hazards?				
13. Are cover plates for electrical switches and receptacles in good condition, and not cracked, broken, or missing?				

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continued

ITEM	YES	NO	N/A	NOTES
14. Are the electrical receptacles in restrooms and kitchens equipped with ground-fault circuit-interrupter (GFCI) protection, and are they tested regularly?				
15. Are electrical cords in good condition with no cuts or tears to the outer insulation, and no splices or electrical tape repairs?				
16. Are extension cords being used properly and not as a substitute for fixed wiring or run through building holes and in outdoor areas where they could be damaged?				
17. Is there any exposed wiring in the building? If so, has it been properly de-energized and has it been locked out and tagged?				
18. Are all circuit breakers adequately labeled in the breaker panel to indicate the location or circuit they control?				
19. Are boilers, mechanical, and electrical rooms free of combustible or flammable items?				
20. Are the boiler(s) due for an inspection?				
21. Are all exits unobstructed and free of any storage items?				
22. Are all exit doors able to be easily opened?				
23. Are fire exits clearly marked with signage?				
24. Are fire extinguishers readily available, located with signage, and with current inspections (i.e. monthly and annually)?				
25. Are sprinkler systems, fire alarm panels, CO detectors, and fire pumps inspected annually, and have all defects found during these inspections been addressed?				
26. Is the main sprinkler control valve accessible and locked in the open position?				
27. Is there at least 18 inches of clearance below sprinkler heads?				
28. Are all ceiling tiles in place?				
29. Are ventilation features such as exhaust ducting, fume hoods, and fans maintained and in working condition?				
30. Does all emergency lighting function properly when tested?				
31. Are ladders inspected prior to use and in good condition?				

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continued

ITEM	YES	NO	N/A	NOTES
32. Are flammable and combustible liquids/fluids/objects/refuse stored in approved containers, away from sparking tools and ignition sources?				
33. Are compressed gas cylinders stored in designated areas and properly secured?				
34. Are items and materials stored so that they are stable and secure to prevent sliding, falling, or collapse?				
35. Is sufficient Personal Protective Equipment (PPE) such as safety glasses, face shields, gloves, and hearing protection readily available for employees?				
36. Are adequate first aid supplies available?				
37. Are AEDs visible in public areas and are batteries checked regularly?				
38. Are all chemicals properly labeled for easy identification and recognition of potential hazards?				
39. Are security cameras in place and functioning?				
40. Is this building listed on your property insurance schedule?				

Return by email to your APRA Risk Management Consultant.

Step 2: *Schedule a meeting with your risk management consultant to discuss your inspection and develop an action plan.*

Step 3: *Complete the items on your action plan and submit documentation to APRA showing the date of repairs or plan for making the repairs. APRA will review your documentation and determine eligibility for a premium contribution refund.*