

Environmental Health and Safety

Division of Building Safety Facility Inspections

Frequently Noted Discrepancy Categories

Storage

1. Poor Housekeeping- All places are required to be kept clean and orderly
2. Unstable Stacking- All materials are required to be properly stacked, racked, blocked, or otherwise secured to prevent sliding, falling, collapse.
3. Electrical Panel Being Blocked- A 36-inch clear work area is required to be maintained in front of electric control panels.
4. Fire Extinguishers Are Blocked- Fire extinguishers are required to be readily accessible.
5. Eye-Wash/Shower Station Being Blocked- Access to this equipment must remain unobstructed at all times.
6. Sprinkler Heads Are Blocked- Storage of any material shall be maintained at least 18 inches from fire sprinkler heads.
7. Tall Shelving Not Secured- Bookshelves, stacked bookshelves, cabinets, etc. over four feet high should be secured to prevent them from falling over.
8. Exits and Ways of Travel Are Blocked- Exits and ways of travel are required to be free of obstructions.
9. Tripping Hazards- Cords must not create a tripping hazard.
10. Televisions Not Secured to Carts -Televisions on rolling carts need to be secured to prevent them from falling over.

Electrical

1. No Ground Fault Circuit Interrupter (GFCI)- Ground Fault Circuit Interrupter protection needs to be provided for electrical receptacles within 6 feet of a water source.
2. Extension Cords
 - a. Flexible electric extension cords are not allowed to be used as a substitute for fixed permanent electric wiring.
 - b. Relocate equipment to eliminate need for extension cords, replace flexible extension cord with a UL listed, fused protected power strip that is plugged directly into outlet, or have F.M.O. install additional outlets.
3. Multi-plug Adapters/Power Taps
 - a. Multi-plug adapters are not allowed to be used in public buildings.
 - b. Electric power taps shall not be "daisy chained", "piggy backed", otherwise connected to one another.



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- a. Relocate equipment to eliminate connected power strips or replace power strips with a UL listed power strip with a long enough cord to plug directly into an outlet, or have Facilities install additional outlets.

Fire

1. Fire Doors Blocked Open- Fire doors (to include smoke control doors) may not be blocked, opened or obstructed and must close and latch automatically when released and must remain closed when not in use (unless held open by approved magnetic door holders wired into the building's fire alarm system)
2. Improper Storage of Flammable/Combustible Liquids-10 gallons or more flammable/combustible liquids are required to be stored in an approved cabinet or storage room.
3. Improper Storage of Combustible Materials-
 - a. Flammable or combustible materials shall not be stored in electrical equipment rooms.
 - b. Flammable or combustible materials shall not be stored in unprotected stairs and floor spaces.
4. Portable Heaters Have No Tip Over Protection- Portable Heaters must switch off automatically if tipped over.
5. Plastic Gas Can Being Used- Portable containers for flammable liquids must be metal, no larger than 5 gallons capacity. 5 gallon containers must be U.L. listed safety cans.

Chemicals

1. Chemical Containers Not Labeled- All containers of chemicals, materials, etc. are required to be properly labeled.
2. No Safety Lips on Chemical Shelving- Shelves with chemicals stored on them need safety lips on the leading edge to prevent chemicals from inadvertently falling or being knocked off the shelf.
3. Chemicals Stored Above Eye Level- Chemicals must not be stored on shelves higher than eye level to the shortest person who uses the chemicals.
4. Chemicals are Being Stored in Fume Hood- Fume hoods shall not be used for the storage of chemicals.
5. Chemicals Stored in Alphabetical Order
 - a. Chemicals must be stored by chemical compatibility as required.
 - b. Chemicals that react with each other shall not be stored in close proximity to each other.
6. Expired Chemicals- Chemicals are not allowed to be kept beyond their expiration date.



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7. Food/Chemical Storage Refrigerators- Laboratory/science chemical storage refrigerators are not allowed to be used for food storage.

Compressed Gas Cylinders

Compressed Gas Cylinders Are Not Secured- Compressed gas cylinders, empty or full, are required to be secured with a chain or device designed for this purpose in an upright position.

First Aid Kits

First Aid Kits are not Adequately Stocked- First aid kits are required to be complete.

Miscellaneous

1. Type III (household) ladders are NOT authorized for use.
2. Mirrors are not allowed on exit doors or adjacent to exits.
3. Paper cutters are required to have a guard parallel to the cutting blade.
4. Glazing subject to human impact is required to be approved safety glass or approved plastic.
5. Machine safety
 - a. Install anti-kickback devices
 - b. Install guards
 - c. Install flashback protection

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Inspections Discrepancy Category

