

## Facility Inspection Sheet - Safety checklist for Non Profit facilities

- As you may need to adjust routines and use of work spaces during your recovery activity after an event make sure all those who may be using the facility do a walk-through of the building for safety awareness. Along with your own board and staff, this may include members of other Non profit groups that you have agreements with, members of your society, or members of the public who would not normally be in the building.
- Always provide a contact number(s) to call if there are issues with the facility.

### General

Check exterior phone or hydro lines near the building

Make sure gas lines do not have cracks or leaks

### Exterior

Exterior exits properly lit

Sidewalks/pathways maintained and cleared of tripping hazards

Parking area in good condition

Handicapped ramps maintained and with proper rails

Overhangs from roof have ways to stop or slow ice/snow coming off roof

Pathways parking and entrances kept clear during winter

### Interior

Are fire alarms easily found and people using the building aware of locations

Are there updated first aid kits available

Automatic Electric Defibrillator (AED) is maintained

### Exits and Access

All exits visible and unobstructed

All exits clearly marked

Enough exits for prompt escape in case of emergency

All areas that require locking are secured

Do exit doors swing out

### Walking and Working Surfaces

Aisles and work areas clean and free of hazards

Floors clean, dry , free of slip hazards

Non skid surfaces applied to stair tracks where needed

Stairs in good conditions and standard railings in place where required

All areas of the building adequately illuminated

### Kitchen

Stove and hood free of grease accumulation

Up to date, properly serviced fire extinguisher in an easy to reach area

Is the floor clean, dry and free of slip hazards

Do all electrical appliances have grounded plugs

Are there proper containers available (ie metal garbage cans) for disposal of garbage

### Signage

Is there easily visible and appropriate signage posted for safety issues; who to call

### Safety Training and Awareness

Are staff and board members of your society trained in use of fire extinguishers

Clarify who has current CPR/First Aid training on the board and staff

Clarify who has naloxone training on the board and staff

Clarify who has training for the Automatic Electric Defibrillator (AED)

Do board and staff know how to safely turn off the power

Do board and staff understand how the sprinkler system works in the building.

### Contacts

Is there information available re: the process and who to call for emergencies, both First Responders (Fire, Ambulance, RCMP/City Police, etc) and to notify your board and staff.