**Safety Day Checklist: Office Areas**

Bldg.\_\_\_\_\_\_\_ Room\_\_\_\_\_\_\_\_

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| ***Work down the list, stopping and fixing issues or note ones that can cannot be corrected on the spot.*** |
| 1. **Lighting Condition** Lights functioning properly. No bulbs burned out. |
| 1. **Office Condition** Door opens and closes freely, windows open/close, no leaks, flooring in good condition. |
| 1. **Earthquake Ready** Boxes and other bulk materials could not block exit routes. Shelves have chains or lips.   Items restrained (over 4 feet). |
| 1. **Ergo** Using externals with laptop. Chair, monitor, and keyboard at proper height.  Up to date on training. |
| 1. **Equipment** All office equipment such as phones, computers and peripherals, *etc.*, are functioning properly. |
| 1. **NRTL Approved / Inspected** All electrical equipment (LBNL or personal) used onsite must be NRTL approved or inspected. |
| 1. **Housekeeping** Trash and excess equipment removed. Clutter free work space. |
| 1. **Electrical** All plugs are securely in the sockets. Cords are intact, undamaged, and do not create tripping hazards*.*   No daisy-chaining of cords or power strips |
| 1. **Please note any issues that require additional attention:** |