

Maintenance/Mechanical Room Checklist

Safety Item	Yes	No	NA
General Safety			
a. Bump hazard (example low hanging pipes or ducts) are labeled or padded.			
b. Guards on in place of rotating parts (examples –belt drive equipment, bearings)			
c. Room is locked to prevent unauthorized entry			
d. No holes or trip hazards in walking surface			
e. No standing water			
f. Immovable trip hazards are marked			
g. Floor drains are clear and covers in place			
h. Adequate lighting			
Electrical cords			
a. Insulation is in good condition			
b. Not in contact with hot surfaces or water or subject to damage			
c. Plug has equipment ground lug in place			
Electrical			
a. Circuit breakers are identified			
b. Openings in electrical panel boxes are covered			
c. Coverplates on electrical boxes, including switches			
d. Conduit in good condition			
e. No exposed electrical hazards			
Fire Safety			
a. Adequate clearance between combustibles (example cardboard) and electrical transformers, panels, switches, fuses, etc.			
b. Trash and debris is removed from the room			
c. Fire extinguisher is in room or nearby outside the room			
Universal Waste			
a. Spent fluorescent lamps are stored in closed boxes.			
b. Rechargeable batteries are stored in labeled gray, 5-gallon buckets, with covers in place			
c. Fluorescent light ballasts are stored in labeled, gray, 5-gallon buckets with covers in place			
Chemical Safety			
a. Containers are labeled			
b. Waste chemicals or old chemical containers are sent to Env. Health and Safety			