

**SHEPHERD UNIVERSITY SCHOOL OF NATURAL SCIENCES AND MATHEMATICS  
LABORATORY SAFETY INSPECTION CHECKLIST**

Building \_\_\_\_\_

Room Number \_\_\_\_\_

| Condition  | Yes | No | N/A | Comments/Correspondence |
|--|-----|----|-----|-------------------------|
| 1. Is the door's locking system working properly?  |     |    |     |                         |
| 2. Is the emergency contact information posted on the exterior wall/door of the room?          |     |    |     |                         |
| 3. Are emergency escape routes posted?   |     |    |     |                         |
| 4. Are ceiling tiles in place and in good condition?   |     |    |     |                         |
| 5. Is good housekeeping maintained (clean, neat, and odor free)?                               |     |    |     |                         |
| 6. Is the area free of broken equipment or furniture?  |     |    |     |                         |
| 7. Is area free of the presence of slip, trip or fall hazards?                                 |     |    |     |                         |
| 8. Is the area free of leaks or spills?  |     |    |     |                         |
| 9. Are routes of egress unobstructed?  |     |    |     |                         |
| 10. Is the area free of falling object hazards?  |     |    |     |                         |
| 11. Are electrical cords in good condition?  |     |    |     |                         |
| 12. Is the use of flexible extension cords as a substitute for fixed permanent wiring avoided? |     |    |     |                         |
| 13. Are electrical panel boxes unobstructed?   |     |    |     |                         |
| 14. Are appliances plugged directly into wall outlets?   |     |    |     |                         |
| 15. Is the storage of items on the floor minimized?  |     |    |     |                         |
| 16. Is the storage of items within 18 inches of sprinkler heads avoided?                       |     |    |     |                         |
| 17. Is a first aid kit readily accessible?   |     |    |     |                         |
| 18. Is the storage of glassware on floors avoided?   |     |    |     |                         |
| 19. Is a broken glass box/container present and in good condition?                             |     |    |     |                         |
| 20. Is the area free of broken glass and glassware?  |     |    |     |                         |
| 21. Are fire extinguishers visible and accessible?   |     |    |     |                         |
| 22. Is an emergency eyewash station visible and accessible?                                    |     |    |     |                         |
| 23. Is an emergency shower visible and accessible?   |     |    |     |                         |
| 24. Are fire blankets visible and accessible?  |     |    |     |                         |

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| 25. Is a spill kit accessible?                                |     |    |     |                         |
| 26. Is an updated MSDS book accessible?                       |     |    |     |                         |
| 27. Are safety signs visible and accurate?                    |     |    |     |                         |
| 28. Are chemicals properly stored?                            |     |    |     |                         |
| 29. Are chemical containers closed?                           |     |    |     |                         |
| 30. Are containers clearly labeled and in good condition?     |     |    |     |                         |
| 31. Are waste containers labeled and dated?                   |     |    |     |                         |
| 32. Are fume hood sashes closed when not in use?              |     |    |     |                         |
| 33. Is long-term storage of chemicals in fume hoods avoided?  |     |    |     |                         |
| 34. Are flammable and corrosive/caustic cabinet doors closed? |     |    |     |                         |
| 35. Are gas cylinders secured from tipping?                   |     |    |     |                         |
| 36. Are gas cylinders capped when not in use?                 |     |    |     |                         |

**Additional Comments and/or Corrective Actions Taken (indicate if any work orders have been initiated):**

Inspected By \_\_\_\_\_

Date \_\_\_\_\_