

Porter Building | London, UK,

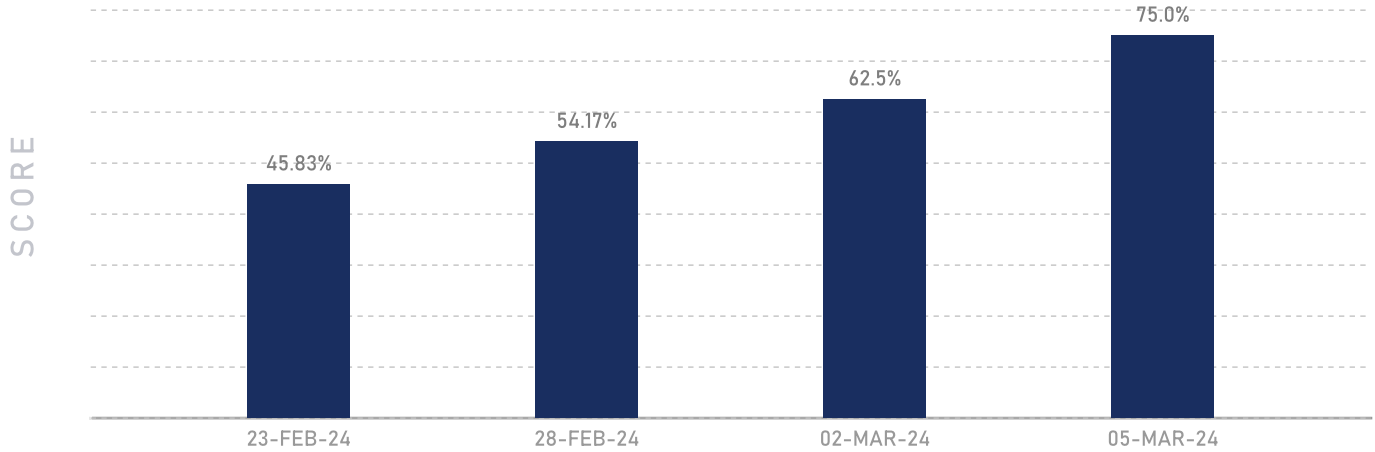
TUESDAY 12th March 2024

PASS

91.67 %

(22.0/24.0)

HISTORY



DESCRIPTION

Here you can add a standard description of this report, customized to the specific needs of your organization.

SUMMARY

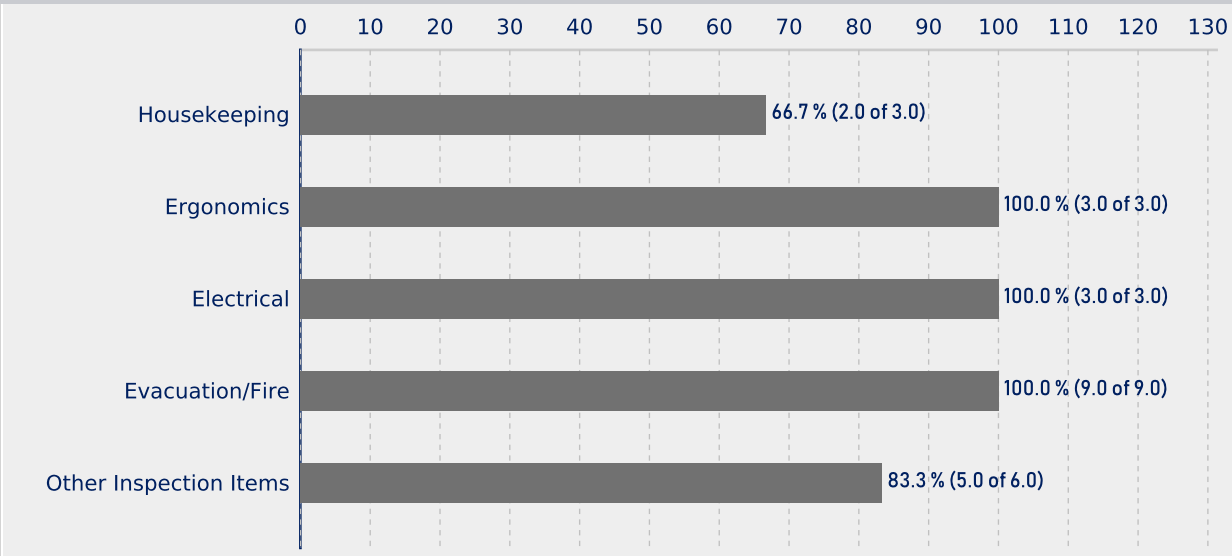
I can observe evident progress compared to previous visits.

Plan of Action.

1. Please inform the IT administrator to rearrange the cords without interfering with the passage through the aisles.
2. Water damage was observed in the pantry - Please schedule the Maintenance team to repair and paint the ceiling.

OFFICE SAFETY INSPECTION

SCORE BY SECTION



Section	Actual	Target	%
Housekeeping	2.0	3.0	66.7
Ergonomics	3.0	3.0	100.0
Electrical	3.0	3.0	100.0
Evacuation/Fire	9.0	9.0	100.0
Other Inspection Items	5.0	6.0	83.3

HOUSEKEEPING

(2/3) 66.7 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS
1	Are floors and aisles free of litter and spilled liquids (water, pens, paper, etc.)?	(1/1)	YES	05.MAR Yes 02.MAR Yes 28.FEB Yes 23.FEB No
2	Are aisles free of cords, boxes, chairs, and other tripping hazards?	(0/1)	NO	05.MAR Yes 02.MAR Yes 28.FEB Yes 23.FEB Yes



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Action: Please inform the IT administrator to rearrange the cords without interfering the passage through aisles.

3	Are desks or file drawers closed when not in use, and only one drawer is used at a time?	(1/1)	YES	05.MAR No 02.MAR No 28.FEB Yes 23.FEB No
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0%-74.99%:POOR | 75%-89.99%:FAIR | 90%-100%:PASS

OFFICE SAFETY INSPECTION

ERGONOMICS (3/3) 100.0 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS			
4	Is all office equipment being used correctly?	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB No	23.FEB No
5	Are employees properly positioned at their desks and maintaining good neutral posture?	(1/1)	YES	05.MAR Yes	02.MAR No	28.FEB Yes	23.FEB Yes
6	Are employees using their workstations efficiently and avoiding stretching or reaching for objects placed far away?	(1/1)	YES	05.MAR No	02.MAR Yes	28.FEB Yes	23.FEB No

ELECTRICAL (3/3) 100.0 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS			
7	Do electrical devices have manager approval?	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB No	23.FEB No
8	Are all extension cords in good condition and not frayed?	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB No	23.FEB No
9	Are extension cords not being used as permanent wiring?	(1/1)	YES	05.MAR No	02.MAR No	28.FEB Yes	23.FEB No

EVACUATION/FIRE (9/9) 100.0 %

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS			
10	Are all aisles at least 36 inches wide?	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB No	23.FEB No
11	Are doors labeled as exits?	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB No	23.FEB Yes
12	Are exit signs installed and lit from an internal or external source?	(1/1)	YES	05.MAR Yes	02.MAR No	28.FEB No	23.FEB No
13	Are doors not locked to prevent exit from the building?	(1/1)	YES	05.MAR No	02.MAR Yes	28.FEB Yes	23.FEB No
14	Are fire doors not propped open?	(1/1)	YES	05.MAR Yes	02.MAR No	28.FEB Yes	23.FEB No
15	Is an evacuation plan posted?	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB No	23.FEB Yes
16	Are fire extinguishers and pull stations in the locations noted on the evacuation plan?	(1/1)	YES	05.MAR Yes	02.MAR No	28.FEB Yes	23.FEB Yes
17	Are fire extinguishers identified with signs and not blocked?	(1/1)	YES	05.MAR No	02.MAR No	28.FEB No	23.FEB Yes
18	Do fire extinguishers appear to be in good condition and have they been inspected?	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB No	23.FEB Yes



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0%-74.99%:POOR | 75%-89.99%:FAIR | 90%-100%:PASS

OFFICE SAFETY INSPECTION

Fire Extinguisher Cylinder is well within the expiry date.

OTHER INSPECTION ITEMS

(5/6) 83.3%

Q#	QUESTION	SCORE	RESPONSE	PREVIOUS			
19	Are all areas well-lit, and are lights functioning properly?	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB Yes	23.FEB Yes
20	Is office equipment kept at least 18 inches from electrical cabinets? <i>The office equipments are kept away from the electrical cabinets.</i>	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB No	23.FEB No
21	Are there no observable drips or water damage?	(0/1)	NO	05.MAR Yes	02.MAR No	28.FEB Yes	23.FEB Yes



12 Mar 24 05:03 PM



12 Mar 24 05:03 PM

Action: Please schedule the Maintenance team to repair and paint the ceiling.

22	Is the flooring in good condition, and are the carpets not ripped, and the tiles not broken or uneven? <i>The carpets and tiles are in good condition.</i>	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB Yes	23.FEB Yes
23	Are employees refraining from unsafe behaviors (standing on chairs, etc.)?	(1/1)	YES	05.MAR Yes	02.MAR Yes	28.FEB No	23.FEB No
24	Are warning signs posted near hazards (wet floors, repair work, etc.)?	(1/1)	YES	05.MAR No	02.MAR No	28.FEB Yes	23.FEB Yes

COMMENTS & ACTION PLAN

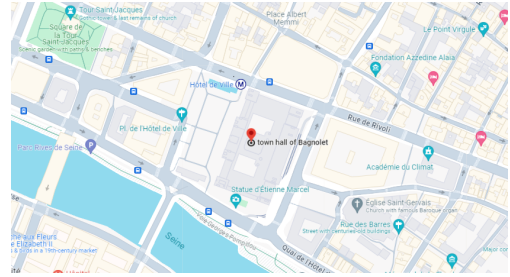
Housekeeping >> Housekeeping		PRIORITY	High
(AC10003) Are aisles free of cords, boxes, chairs, and other tripping hazards?		DUE DATE	13 Mar 24
		ASSIGNEE	John Doe
FINDINGS	'No'		
ACTION REQUIRED	Please inform the IT administrator to rearrange the cords without interfering the passage through aisles.		
Other Inspection Items >> Other Inspection Items		PRIORITY	Medium
(AC10004) Are there no observable drips or water damage?		DUE DATE	15 Mar 24
		ASSIGNEE	John Doe
FINDINGS	'No'		
ACTION REQUIRED	Please schedule the Maintenance team to repair and paint the ceiling.		

OFFICE SAFETY INSPECTION

DECLARATION



Auditor
(Jane Williams)



Here you can add a customized confidentiality disclaimer to fit the specific needs of your organization.