

Common Areas * Inspection Checklist

*Common Areas: (

1.	Administrative	Yes	No	N/A	Comments
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1.1 Are the past 3 months of Joint LSC meeting minutes posted in staff common areas? Do they indicate the LSC members' names?

3.	Seismic Bracing & Earthquake Preparedness	Yes	No	N/A	Comments
3.1	Are furnishings more than four feet high secured to prevent tipping? e.g. file cabinets, display cases, etc				
3.2	Are projection screens, AV displays, blackboards and whiteboards securely fastened?				
3.3	Are large and heavy objects stored on lower shelves in storage areas or bookcases?				
4.	General Safety Concerns				

4.1 Is the flooring free of damage?



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*Common Areas: (hallways, lobbies, stairwells, kitchens, washrooms, classroom, etc.)

Instructions

- x List deficiencies and action items in the space below (attach extra pages if needed.)
- x Refer all building maintenance items to Facilities Management via FMIS.
- x Contact OHSE if you have questions about completing this form or where to refer deficiencies.
- x Review inspection results at your monthly LSC meeting.