<table>
<thead>
<tr>
<th>Item No.</th>
<th>Furniture and Shelving</th>
<th>YES</th>
<th>Corrective Action (by Area/Lab Supervisor unless otherwise noted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desk chairs - in poor state of repair</td>
<td></td>
<td>Contact Furnishings Coordinator (CSBO) at ext.55777</td>
</tr>
<tr>
<td>2</td>
<td>Desks, broken hardware representing cutting hazard</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance, CSBO</td>
</tr>
<tr>
<td>3</td>
<td>Desks, obstacle, needs to be moved</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
</tr>
<tr>
<td>4</td>
<td>Partition walls not secured properly</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
</tr>
<tr>
<td>5</td>
<td>File cabinets not balanced properly</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
</tr>
<tr>
<td>6</td>
<td>File cabinets not loaded properly</td>
<td></td>
<td>Have office occupant reload cabinet</td>
</tr>
<tr>
<td>7</td>
<td>Shelving insecure</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
</tr>
<tr>
<td>8</td>
<td>Shelving not properly loaded</td>
<td></td>
<td>Have office occupant reload shelving</td>
</tr>
<tr>
<td>9</td>
<td>Shelving improperly placed, tripping, obstacle</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
</tr>
<tr>
<td>10</td>
<td>Storage improperly stacked</td>
<td></td>
<td>Have office occupant rearrange stored material</td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Materials Handling</th>
<th>YES</th>
<th>Corrective Action (by Area/Lab Supervisor unless otherwise noted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td></td>
<td>Order from Facilities, CSBO</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Corrective Action (by Area/Lab Supervisor unless otherwise noted)</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>12</td>
<td>Hand cart/trolley not available to transport heavy material</td>
<td>Order from Facilities, CSBO</td>
</tr>
<tr>
<td>13</td>
<td>Heavy items are not stored in the safe lifting zone (approx. waist to shoulder height)?</td>
<td>Have office occupant rearrange stored materials</td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th></th>
<th>Electrical Hazards</th>
<th>YES</th>
<th>Corrective Action (by Area/Lab Supervisor unless otherwise noted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Lighting, not operational, insufficient</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
</tr>
<tr>
<td>15</td>
<td>Emergency/exit lighting, not operational, absent</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
</tr>
<tr>
<td>16</td>
<td>Overloaded circuits</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
</tr>
<tr>
<td>17</td>
<td>Spanning distance with more than one extension cord</td>
<td></td>
<td>Order extension cord of sufficient length from Facilities</td>
</tr>
<tr>
<td>18</td>
<td>Electrical hazard close to water</td>
<td></td>
<td>Move electrical equipment away from water source.</td>
</tr>
<tr>
<td>19</td>
<td>Circuit breakers that service lab equipment not identified</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance to identify circuit breakers</td>
</tr>
<tr>
<td>20</td>
<td>Outlets located near sources of water are not ground fault protected</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance to assess and repair</td>
</tr>
</tbody>
</table>

**Comments:**

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<table>
<thead>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tripping and Slipping Hazards</td>
<td>YES ✓</td>
<td>Corrective Action (by Area/Lab Supervisor unless otherwise noted)</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------</td>
<td>------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>21 Ripped carpets</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
<td></td>
</tr>
<tr>
<td>22 Defective flooring</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
<td></td>
</tr>
<tr>
<td>23 Electrical cords/wires under foot</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
<td></td>
</tr>
<tr>
<td>24 Doorways, hallways and aisles cluttered</td>
<td></td>
<td>Have office occupant rearrange material</td>
<td></td>
</tr>
<tr>
<td>25 Floor slippery</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance</td>
<td></td>
</tr>
<tr>
<td>26 Poor visibility in high traffic area, potential collisions</td>
<td></td>
<td>Submit a Service/Work Request to Maintenance to investigate options</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

<table>
<thead>
<tr>
<th>Safety Equipment - General</th>
<th>YES ✓</th>
<th>Corrective Action (by Area/Lab Supervisor unless otherwise noted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 Fire Equipment, Fire Extinguisher absent</td>
<td></td>
<td>Contact Building &amp; Fire Code Compliance Department at ext.77290 to request fire equipment</td>
</tr>
<tr>
<td>28 Fire Equipment, Fire Extinguisher -inspection tag outdated</td>
<td></td>
<td>Contact Building &amp; Fire Code Compliance Department to request fire equipment inspection</td>
</tr>
<tr>
<td>29 First Aid Kit - inspection tag outdated</td>
<td></td>
<td>Bring to attention of trained First Aider in Department/Unit</td>
</tr>
<tr>
<td>30 First Aid Kit, absent</td>
<td></td>
<td>Bring to attention of trained First Aider in Department/Unit</td>
</tr>
</tbody>
</table>

Comments: