

University of Colorado at Boulder Laboratory Safety Checklist

Date: _____ Location: _____

Principal Investigator: _____

Please provide a check response in the **YES/NO** boxes to the right of each item. The desired response to each item is **YES**. Items checked **NO** are to be noted in the 'Recommended Actions' section below and corrective action is to be taken.

	YES	NO
Housekeeping		
▪ Are machinery and surfaces kept free of dust and lint buildup?		
▪ Is debris disposed of promptly and properly?		
▪ Are exit doors unblocked and accessible?		
▪ Are exit enclosures such as stairwells free of storage items?		
▪ Do doorways and exit passageways have ample clearance? <ul style="list-style-type: none"> ○ 36 inches for areas serving fewer than 50 persons. ○ 44 inches for areas serving 50 or more persons. 		
▪ Do interior aisles have at least a 28-inch clear width?		
▪ Are items kept near aisles and other exit paths non-hazardous?		
▪ Are lab stations kept clear of excessive clutter that could create an evacuation hazard or otherwise compromise occupant safety?		
▪ Are items, particularly near aisles and other exit paths, kept in a stable and secure manner?		
▪ Do sprinklers have at least 18" of vertical clearance from storage?		
▪ Is overhead storage secure and prevented from falling?		
▪ Are electrical panels accessible and unblocked?		
▪ Are rated fire doors kept closed at all times?		
Fire-Preparedness		
▪ Are periodic fire drills conducted where required? See our web page for requirements at: http://fm.colorado.edu/firesafety/		
▪ Are fire extinguishers easy to see and reach?		
▪ Are fire extinguisher classes and their uses known?		
▪ Is the first rule in a fire to sound the alarm?		
▪ Is the second rule, if there is time, to <ul style="list-style-type: none"> ○ Shut off equipment? ○ Warn others? 		
▪ When the alarm sounds, are evacuation procedures followed quickly and calmly?		
▪ Are only assigned, trained, outfitted personnel permitted in the building during a fire?		
▪ Does everyone know the 'stop, drop and roll' rule if clothing is on fire?		
▪ Does everyone know to get immediate medical attention for smoke inhalation or any burn, even if minor?		

	YES	NO
Soldering, Welding, Cutting and other Hot Work		
▪ Are these operations performed away from flammable materials?		
▪ If the floor or working surface is made of wood, is it covered with fire resistant material?		
▪ Has a Hot Work Certificate been obtained where required? ○ See FLS' website link at http://fm.colorado.edu/firesafety/hotwork.html		
Electricity		
▪ Is wiring permanent, not temporary?		
▪ Are extension cords in good condition and adequate for the job?		
▪ Are there any extension cords or power strips connected in series?		
▪ Are electrical outlets kept from being overloaded with devices?		
▪ Are motors and machine tools kept clean and lubricated?		
▪ Is overloading of motors, circuits, and outlets avoided?		
▪ Is overheating of transmission shafts and bearings avoided?		
Flammable Liquids		
▪ Are flammable liquids stored in approved, airtight metal containers?		
▪ Are they stored away from ignition sources?		
▪ Are they used only in small/needed quantities?		
▪ Are they used only in areas with adequate ventilation?		
▪ Are they used only in areas far from sources of heat?		
▪ Are only non-sparking tools used near flammable liquids?		
▪ Are spills cleaned up promptly and leaks repaired?		
▪ Is clothing that has absorbed flammable liquids removed immediately?		
Fueled Space Heaters (Construction / Industrial)		
▪ Are they used only during construction of new buildings?		
▪ Have they been approved in writing by campus authorities?		
Electric Space Heaters		
▪ Are there exposed or visible electrical elements?		
▪ Are all space heaters <i>Underwriters Laboratories</i> (UL) approved?		
▪ Has approval of campus fire marshal been obtained?		
Small Appliances		
▪ Are small appliances used in kitchens or rooms with automatic fire sprinklers only?		
▪ Are small appliances kept away from combustible material such as paper, cardboard, and combustible furniture?		
▪ Are small appliances <i>Underwriters Laboratories</i> (UL) approved?		
▪ Are small appliances cleaned on a regular basis?		
▪ Are small appliances used with extension cords longer than 6 ft?		
▪ Is use discontinued if an unusual odor or sparks are produced?		
▪ Have precautions been taken to eliminate overloading electrical outlets?		
▪ Have the warning labels been read, followed and left attached?		

	YES	NO
▪ Do the small appliances have built-in timers or are they plugged in through a timer?		
▪ Are all small appliances unplugged when not in use?		
▪ Have three persons been assigned the task of unplugging appliances prior to weekends and holidays?		
Spontaneous Combustion		
▪ Is flammable waste placed in tightly closed metal containers?		
▪ Are flammable waste containers emptied daily?		
▪ Is non-containerized flammable waste kept in cool, dry, well-ventilated areas, and disposed of regularly?		

Actions Recommended by the Inspector
or the Principle Investigator

Date Taken

Initials

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____