

## Boiler/Furnace and HVAC Room Monthly Inspection

Location:	Date:
Inspected By:	

**Priority Index:** 1. Imminent Danger 2. Serious 3. Minor 4. Acceptable 5. Not Applicable (N/A)

### INSPECTED ITEMS

Yes/No	Priority	Comment	Section A – Slipping, Tripping and Falling
Yes No			Are there any spills or greasy spots on floors?
Yes No			Are paths to exits and doorways clear of obstruction?
Yes No			Are floors clear of other loose items?
Yes No			Are stepping stools/ladders available and are they being used to reach high items?
Yes/No	Priority	Comment	Section B – Mechanical Systems and Equipment
Yes No			Are pipes free of leaks?
Yes No			Are pipes containing chemicals or steam or any other hazardous materials labeled?
Yes No			Are pinch points covered with guards?
Yes No			Are hot surfaces covered with insulating material where possible?
Yes No			Are there any flammable, oxidizing or any chemicals stored adjacent to hot surfaces? If so, remove immediately.
Yes/No	Priority	Comment	Section C – Signage and PPE
Yes No			Where backup generators are present, is a sign posted on the door indicating to workers that they must wear hearing protection during its operation?
Yes No			Are earplugs available for workers in noisy areas?
Yes No			Are gloves available for working near hot systems?
Yes/No	Priority	Comment	Section D – Miscellaneous
Yes No			Is illumination adequate?
Yes No			Are locks on doors to HVAC and boiler areas functional?
Yes No			All fire extinguishers inspected monthly and signed off on tag?
Yes No			All Emergency Lighting Systems are inspected including battery test, unit and lamps?
Yes No			Are electrical panels labeled and shut with no materials stored in front of them?

Yes	No			Are outlets free of overloads?
Yes	No			All Interior Fire Doors are operational. All Exit Doors that act as a means of egress are operable.
<b>Yes/No</b>		<b>Priority</b>	<b>Comment</b>	<b>Section E – Personal Protective Equipment and Clothing</b>
Yes	No			Is the appropriate personal protective equipment and clothing available?
Yes	No			Is personal protective equipment in good condition?
<b>Yes/No</b>		<b>Priority</b>	<b>Comment</b>	<b>Section F – Workplace Hazardous Materials Information System (WHMIS)</b>
Yes	No			Are controlled materials properly labeled and stored?
Yes	No			Are Material Safety Data Sheets (MSDS) readily available?

\*Identify priority only if previous column is shown as "No".

<b>Corrective Action Summary</b>				
<b>Description of Deficiency</b>	<b>Correction Action</b>	<b>Responsible Person</b>	<b>Due Date</b>	<b>Completed</b>

<b>Management Review and Sign Off</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

Principal / Vice Principal (circle one)

- **NOTE:** Management Review and Sign Off must be at least one level higher than the person completing the inspection.

#### **Access/Egress**

- There are no spills or grease on the floors and access to doors and escape doors are free of debris and provide easy access.
- Floors are clean and there are no loose items that may cause tripping hazards.
- No unnecessary clutter.

#### **Equipment**

- Pipes in mechanical room are labeled for chemicals or steam (or other hazardous materials) and are not leaking. Guards are in place where pinch points occur and hot surfaces are covered with insulating material where possible. No chemicals stored in the boiler room.

#### **Signage and Personal Protective Equipment.**

- Gloves, face shield, earplugs and hearing protection is provided to workers (hearing protection must be worn if backup generators are present). If PPE is available is it in good condition.
- Exit signs are properly illuminated.

#### **Electrical/Mechanical**

- Adequate lighting.
- Fire extinguishers and emergency lighting is checked monthly.
- Locks on doors to HVAC and boiler areas are functional
- Electrical panels labeled and shut with no materials stored in front of them.
- Electrical outlets are free of overloads
- No unnecessary equipment or materials stored in area

**Misc:**

- Controlled materials are labeled and MSDS are available.