

Alaska Municipal League Joint Insurance Association
Loss Control Incentive Program FY 2021

FACILITY SELF-INSPECTION CHECKLIST - SPRING

Member Name: _____

Inspected by: _____

Building Name: _____

Date: _____

GPS Coordinates: _____

Note: Complete this checklist for each of your scheduled properties.

ITEM	YES	NO	N/A	COMMENTS
1. Is vegetation cleared back from the building?				
2. Are exterior walls and windows in good condition?				
3. Do you have a snow and ice removal plan for the walkways, entrances and exits of this building?				
4. Are the exterior lights working?				
5. Are floors and walking surfaces in good condition with no holes, cracks, or uneven surfaces?				
6. Are stairs having four or more risers equipped with standard stair railings? - stairways less than 44 inches wide having both sides enclosed, have at least one handrail, preferably on the right side descending - stairways less than 44 inches wide having one side open, have a stair railing on the open side				
7. Are stairway handrails, treads and/or risers in good condition?				
8. Are all unused expansion slots in circuit breaker panels covered with approved devices (e.g., filler plates)?				
9. Are all electrical panel connections cleaned and tightened by a competent person, at least once every 3 years in accordance with NFPA 70 or the NEC, to reduce electrical fire hazards?				
10. Are cover plates for electrical switches and receptacles in good condition, and not cracked, broken, or missing?				
11. Are the electrical receptacles in restrooms and kitchens equipped with ground-fault circuit-interrupter protection?				
12. Are electrical cords in good condition with no cuts or tears to the outer insulation, and no splices or electrical tape repairs?				



FACILITY SELF-INSPECTION CHECKLIST – *SPRING*

continued

13.	Are all circuit breakers adequately identified in the power panel to indicate the location or circuit they control?				
14.	Are boiler and machinery rooms free of storage?				
15.	Are all exit routes free and unobstructed? No materials or equipment may be placed, either permanently or temporarily, within the exit route.				
16.	Are fire exits clearly marked?				
17.	Are fire extinguishers readily available and inspections current?				
18.	Is there at least 18 inches clearance below sprinkler heads?				
19.	Do fire alarm and detection systems operate correctly?				
20.	Does all emergency lighting function properly when tested?				
21.	Do you ensure that extension cords are not used as a substitute for fixed wiring?				
22.	Do you ensure that flexible cords and cables are not run through holes in walls, ceilings, floors, or through doorways, and are not attached to building surfaces or concealed behind building walls, ceilings, or under floors, rugs or carpet?				
23.	Are flammable liquids/fluids stored in approved containers?				
24.	Are combustible materials stored away from machinery or heat sources?				
25.	Are materials stored so that they are stable and secure against sliding or collapse?				
26.	Is sufficient Personal Protective Equipment such as safety glasses, face shields, gloves, and hearing protection readily available for employees?				
27.	Are adequate first-aid kits (supplies) available?				
28.	Is the building free of debris stacked along its outsides or too close to exits routs or stairways?				
29.	Is this building listed on your property insurance schedule?				

Return by email to sharont@amljia.org or fax to 907-279-3615

