

Palm Beach State College

AUTOMOTIVE-DIESEL LAB FACILITIES INSPECTION CHECK LIST

NAME : _____ DATE: _____ LAB#: _____

1. Fire Safety

<u>Problem</u>	<u>OK</u>	
Area		
<input type="checkbox"/>	<input type="checkbox"/>	A. A sufficient number of extinguishers are available (requires a min. of 3).
<input type="checkbox"/>	<input type="checkbox"/>	B. Extinguishers are easily accessible (nothing blocks the path or floor below).
<input type="checkbox"/>	<input type="checkbox"/>	C. Extinguishers are highly noticeable with proper signage?
<input type="checkbox"/>	<input type="checkbox"/>	D. Are extinguishers charged, properly tagged and the inspections current?
<input type="checkbox"/>	<input type="checkbox"/>	E. Are the exits properly marked?

2. Eye/Ear Safety

<u>Problem</u>	<u>OK</u>	
Area		
<input type="checkbox"/>	<input type="checkbox"/>	A. Does the auto lab have an emergency eyewash?
<input type="checkbox"/>	<input type="checkbox"/>	B. Is the eyewash station easily accessible in an emergency?
<input type="checkbox"/>	<input type="checkbox"/>	C. Is the eyewash working correctly and have proper drainage?
<input type="checkbox"/>	<input type="checkbox"/>	D. Is the eyewash highly visible?
<input type="checkbox"/>	<input type="checkbox"/>	E. Do all the students have safety glasses?
<input type="checkbox"/>	<input type="checkbox"/>	F. Are all the students wearing safety glasses?
<input type="checkbox"/>	<input type="checkbox"/>	G. Are extra safety glasses available for visitors?
<input type="checkbox"/>	<input type="checkbox"/>	H. Are sanitizing procedures in place for returned visitor glasses?
<input type="checkbox"/>	<input type="checkbox"/>	I. Are face shields and goggles available?
<input type="checkbox"/>	<input type="checkbox"/>	J. Is ear protection available?

3. General Lab and Equipment

Problem Area	OK	
<input type="checkbox"/>	<input type="checkbox"/>	A. Does all equipment have shields and guards?
<input type="checkbox"/>	<input type="checkbox"/>	B. Are any mechanical or electrical rooms being used for storage?
<input type="checkbox"/>	<input type="checkbox"/>	C. Are chemicals and oils stored in a fireproof room?
<input type="checkbox"/>	<input type="checkbox"/>	D. Are air hoses in good condition? (No hose clamps)
<input type="checkbox"/>	<input type="checkbox"/>	E. Are oxygen/acetylene bottles properly tied down?
<input type="checkbox"/>	<input type="checkbox"/>	F. Are safety posters clearly displayed in labs shop and classrooms?
<input type="checkbox"/>	<input type="checkbox"/>	G. Is there at least 3 feet clear around all electrical panels?
<input type="checkbox"/>	<input type="checkbox"/>	H. Are all electrical devices turned off when rooms are unoccupied?
<input type="checkbox"/>	<input type="checkbox"/>	I. Do yellow and red lines mark the floor properly to indicate caution zones around equipment?
<input type="checkbox"/>	<input type="checkbox"/>	J. Are aisles and walkways clear and marked?
<input type="checkbox"/>	<input type="checkbox"/>	K. Are solvent tank(s) in working order?
<input type="checkbox"/>	<input type="checkbox"/>	L. Does the school use water-based solvents? (Water-based is preferred.) Are fluids disposed of properly?
<input type="checkbox"/>	<input type="checkbox"/>	M. Waste oil?
<input type="checkbox"/>	<input type="checkbox"/>	N. Anti-freeze?
<input type="checkbox"/>	<input type="checkbox"/>	O. Is gasoline or diesel fuel stored in an approved container in a fireproof cabinet or room?
<input type="checkbox"/>	<input type="checkbox"/>	P. Is artwork and teaching material restricted to cover no more than 20% of the wall surface area? Ceiling and light fixtures not covered and nothing hanging from lights or ventilation ducts. No coverings on windows.
<input type="checkbox"/>	<input type="checkbox"/>	Q. Are oily rags stored properly?
<input type="checkbox"/>	<input type="checkbox"/>	R. Are oil filters disposed of properly?
<input type="checkbox"/>	<input type="checkbox"/>	S. Is there a proper disposal system for old tires and batteries?
<input type="checkbox"/>	<input type="checkbox"/>	T. Are all electrical cords in good condition? (Not run through doorways, ceiling, stapled or nailed to any surfaces).
<input type="checkbox"/>	<input type="checkbox"/>	U. Are any fire doors being held in the open position?
<input type="checkbox"/>	<input type="checkbox"/>	V. Are drop lights in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	W. Are there too many extra parts around that need to be disposed of?

Site Visit Check List

4. Miscellaneous Shop Needs

- | <u>Problem</u> | <u>OK</u> | |
|--------------------------|--------------------------|--|
| Area | | |
| <input type="checkbox"/> | <input type="checkbox"/> | A. Is the classroom independent and separated from shop working area? |
| <input type="checkbox"/> | <input type="checkbox"/> | B. Is a proper ventilation system in place to remove exhaust gasses from the lab/shop? |
| <input type="checkbox"/> | <input type="checkbox"/> | C. Is access to exits, fire extinguishers, aisles, fire alarm, eyewash and emergency electrical cut-off or breaker panel free and clear? Is there an electrical cut-off? (No areas blocked by equipment or materials storage.) |
| <input type="checkbox"/> | <input type="checkbox"/> | D. Are MSDS (Material Safety Data Sheets) binder or sheets readily available? |
| <input type="checkbox"/> | <input type="checkbox"/> | E. Are first aid kits available? |
| <input type="checkbox"/> | <input type="checkbox"/> | F. Are first aid kits checked regularly and properly stocked? |
| <input type="checkbox"/> | <input type="checkbox"/> | G. Is adequate space provided for storage of cleaning material and supplies? |
| <input type="checkbox"/> | <input type="checkbox"/> | H. Are materials/supplies storage areas neat and well organized? |

5. General Lab Conditions

- | <u>Problem</u> | <u>OK</u> | |
|--------------------------|--------------------------|--|
| Area | | |
| <input type="checkbox"/> | <input type="checkbox"/> | A. Is the overall shop area clean, neat and well lighted? |
| <input type="checkbox"/> | <input type="checkbox"/> | B. Is the Lab in need of painting? |
| <input type="checkbox"/> | <input type="checkbox"/> | C. Are the workbenches clean, neat and free of clutter? |
| <input type="checkbox"/> | <input type="checkbox"/> | D. Is a housekeeping system in place to maintain an overall clean shop appearance?
Shop is cleaned: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Rare |
| <input type="checkbox"/> | <input type="checkbox"/> | E. Do students have specific assigned clean-up tasks? |
| <input type="checkbox"/> | <input type="checkbox"/> | F. Does the school administration schedule and conduct inspections? |
| <input type="checkbox"/> | <input type="checkbox"/> | G. Does the Advisory Committee schedule and conduct inspections? |

