



# FACILITIES/CACHE (2011)

# Checklist #05

<b>Location:</b>		<b>Date:</b>	
<b>Respondent:</b>		<b>Reviewed By:</b>	
<b>Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed</b>			
Description		Code	Remarks
1.	Formal safety inspections of physical facilities are made by a qualified inspector at least once each fiscal year. <i>H 1112-2</i>		
2.	Computer/fax/telephone equipment meets the needs of the unit.		
3.	Facility has security for: a. Personnel records. <i>OS-76 Item 43 Sched.</i> b. Government equipment (computers, printers etc) c. Personal equipment	a. b. c.	
4.	Safety Equipment and Signage includes: a. Fire Extinguisher. <i>OSHA 29CFR1910</i> b. Smoke alarms. <i>OSHA 29CFR1910</i> c. First aid kits. <i>OSHA 29CFR1910</i>	a. b. c.	
5.	Storage of flammables/hazardous materials meets standards. <i>OSHA 29CFR1910.106</i>		
6.	Bulletin board includes appropriate postings: a. Unit and district organization charts. b. Emergency Notification Procedures c. 10 Standard Fire Orders d. 18 Watch Out Situations e. LCES f. Facility fire plan g. Fire danger information. <i>H 1112-2</i> h. Fire weather information i. Smoking policy j. Sexual harassment policy/EEO counselors k. Department of Labor required information. <a href="http://www.dol.gov/compliance/topics/posters.htm">http://www.dol.gov/compliance/topics/posters.htm</a>	a. b. c. d. e. f. g. h. i. j. k.	

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7.	Employee right-to-know information/Material Safety Data Sheet (MSDS) is posted. <i>H 1112-2</i>		
8.	If the facility has an eye wash station, the eye wash solution is current and station is maintained.		
<b>CACHE</b>			
9.	Inventory and use records are available and current. <i>RB Ch 11</i>		
10.	Cache is secure. <i>RB Ch 11</i>		
11.	Tools meet maintenance standards. <i>Fire Equipment and Storage and Refurbishing Standards NFES 2249</i>		
12.	Portable fire extinguishers are provided in adequate numbers, serviced annually, mounted in readily accessible locations, and marked with a readily visible sign. <i>29CFR157</i>		

For the National Preparedness Review you will need to have the following items available for review.

Checklist Item #	Documentation
1	Documentation of Annual Safety Inspection