



IS YOUR PLACE SAFE – A LAYMAN’S SECURITY WALK AROUND

This month’s column is a continuation of our November Facility Management column “Fall Cleanup in Your Equipment Rooms” with a walk-around outside these equipment rooms and working our way outdoors and around the property.

The categories of safety we will touch on are rooms indoors, basements, floors above the first floor, and outside the building with concerns the average person can assess. The areas to be reviewed in our suggested walk-around should have the checklist completed with a ✓ or NA (not applicable) and we will begin with:

ROOMS INDOORS-FIRST FLOOR:

(check the box in your walk-around)

- LIGHTING**
 - adequate lighting
 - emergency lighting
 - _____
- ELECTRICAL PROTECTION:**
 - ground fault devices
 - surge arrestor
 - _____
- TRIPPING HAZARDS:**
 - raised floor
 - damaged floor
 - _____
- WET SURFACES:**
 - dripping from overhead
 - _____
- HANDRAILS:**
 - for elderly
 - _____
- SECURITY LOCKS:**
 - at exits
 - at equipment rooms
 - at storage rooms
 - _____
- MOTION DETECTORS:**
 - at entrances

- within secured rooms
- _____
- CAMERAS:**
 - at entrances
 - within secured rooms
 - _____
- INDOOR AIR QUALITY:**
 - Minimum MERV 13 filters in air-handling units
 - _____
- PERSONAL PROTECTION EQUIPMENT (PPE) & DEVICES:**
 - fire extinguishers
 - smoke detectors
 - carbon monoxide detectors
 - _____
 - _____
 - _____
- OTHER SAFETY CONCERNS:**
 - _____
 - _____
 - _____

ROOMS INDOORS-BELOW GRADE:

(check the box in your walk-around)

- LIGHTING:**
 - adequate lighting
 - emergency lighting
 - _____



ELECTRICAL PROTECTION:

- ground fault devices
- surge arrestor
- _____

TRIPPING HAZARDS:

- raised floor
- damaged floor
- _____

WET SURFACES:

- dripping from overhead
- _____

HANDRAILS:

- for elderly
- _____

SECURITY LOCKS:

- at exits
- at equipment rooms
- at storage rooms
- _____

MOTION DETECTORS:

- at entrances
- within secured rooms
- _____

CAMERAS:

- at entrances
- within secured rooms
- _____

INDOOR AIR QUALITY:

- Minimum MERV 13 filters in air-handling units
- _____

PERSONAL PROTECTION EQUIPMENT (PPE) & DEVICES:

- fire extinguishers
- smoke detectors

- carbon monoxide detectors
- _____
- _____
- _____

OTHER SAFETY CONCERNS:

- Flooding:
 - sump pump with alarm
 - dampness & mold
 - _____

Mechanical Equipment:

- _____
- _____
- _____

Electrical Equipment:

- _____
- _____
- _____

Storage Boxes, etc.:

- _____
- _____
- _____

ROOMS INDOORS-FLOOR ABOVE 1ST FLOOR:

LIGHTING:

- adequate lighting
- emergency lighting
- _____

ELECTRICAL PROTECTION:

- ground fault devices
- surge arrestor
- _____

TRIPPING HAZARDS:

- raised floor
- damaged floor
- _____



WET SURFACES:

- dripping from overhead
- _____

HANDRAILS:

- at stairs
- no stair treads
- _____

SECURITY LOCKS:

- at exits
- at equipment rooms
- at storage rooms
- _____

MOTION DETECTORS:

- to outdoor decks
- within secured rooms
- _____

CAMERAS:

- at entrances
- within secured rooms
- at stairways
- _____

INDOOR AIR QUALITY:

- Minimum MERV 13 filters in air-handling units
- _____

PERSONAL PROTECTION EQUIPMENT (PPE) & DEVICES:

- fire extinguishers
- smoke detectors
- carbon monoxide detectors
- _____
- _____
- _____

OTHER SAFETY CONCERNS:

- Fire Escape(s):

- _____
- _____

EXTERIOR BUILDING-BELOW GRADE:

LIGHTING:

- adequate exterior lighting
- emergency lighting
- _____

ELECTRICAL PROTECTION:

- ground fault devices
- lightning protections
- _____

TRIPPING HAZARDS:

- raised sidewalk
- damaged curbing
- damaged steps
- _____

OUTSIDE FAUCETS:

- anti-syphon device
- _____

WET SURFACES:

- dripping from overhead
- clogged gutters
- mildew on siding
- _____

HANDRAILS:

- at stairs
- at ramps
- _____

SECURITY LOCKS:

- at entrances
- at bulkheads
- exterior storage room/shed
- at storage rooms
- _____



- MOTION DETECTORS:**
 - to outdoor decks
 - motion detector lights fixtures
 - _____
- CAMERAS:**
 - at entrances
 - _____
- INDOOR AIR QUALITY:**
 - outdoor air intakes location of exhaust/vents in relationship to air intakes and operable sash windows
 - _____
- PERSONAL PROTECTION EQUIPMENT (PPE) & DEVICES:**
 - fire hydrant
 - _____
- OTHER SAFETY CONCERNS:**
 - Fire Escape(s):
 - _____
 - _____
 - Too Close to Building:
 - tree(s) & bushes*
 - tree limb(s)*
 - _____
 - Roof Hazards:
 - loose shingles*
 - _____
- Siding & Stone Exteriors:
 - loose bricks/rocks*
 - damaged siding*
 - _____
 - _____
 - _____

This tour of the facility inside and out is always a good exercise to perform after winter has ended, as well as a quick check prior to winter arriving. This process is always good to share with the occupants to show a commitment toward maintaining and making safe the building. This could be as simple as photo copying the completed checklist and possibly attaching a few useful “what’s wrong with this picture” photographs.

Another benefit of this simple survey may result in identifying deficiencies that could lead to a need to bring in a contractor to review a specific need e.g., loose roof shingles and then receive a quote to repair the problem. The price or multiple quotes can be included in the next year operating budget and capital planning.