8 May 2019 / Kelley Hixson

General Safety Audit Conducted on **8th May, 2019** By **Kelley Hixson**

Complete

Inspection score	Failed items
83.64%	9

Site

Main Hall, 8, 1420 Austin Bluffs Pkwy

Conducted on

8th May, 2019 2:52 PM MDT

Prepared by

Kelley Hixson

Location

Main Hall, 1420 Austin Bluffs Pkwy, Colorado Springs, CO 80918, USA

Failed items

9 Failed

Audit / Emergency Response and Fire Safety

Are all exit signs and emergency lights in place and operational? **No**

Notes

The exit light in 1S-3 does not work when tested
The exit light 21 in the hallway of 208 is coming apart. I couldn't snap it back together, but maybe someone else can?
Work order FAC-27577 written

Photos

Photo 1

Photo 2

Are all ceiling tiles in place? **No**

Notes

1S-2 has a few large holes in the ceiling tiles that need to be replaced. Work Order FAC-27578 written.

Photos

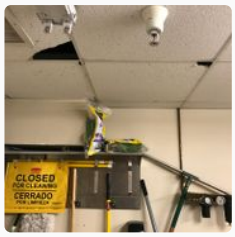

Photo 3

Are all landline phones are operational? **No**

Notes

Unsure if it matters, but the landline phone in 1S-4 does not work. Will work with OIT to see if they want it to work since it is in a data room.

Photos

Photo 4

Are all contents up to date? **No**

Notes

There was a first aid kit in the 1st floor custodial closet and 4th floor custodial closet. Both had ointments and creams that expired in 2001/2002. However, the rest of the kits were still in tact.

Photos

Photo 5

Photo 6

Audit / Electrical Hazards

Do all electrical panels have 3 feet of clearance? **No**

Notes

There were coils of wires and cables blocking the panels and transformer in 1S-4A. Could potentially be moved to 1S-4
Items being stored in 3S-2 electrical room should probably find a new home (bulletin board, tiling, etc.)

Photos

Photo 7

Photo 8

Audit / General Chemical Safety

Are all chemicals inventoried and in Quartzy? **No**

Notes

I will put them in

Audit / Working at Heights

Are all work areas above 4 feet are properly guarded with railing? **No**

Notes

The ladder outside in the back of Main hall should have a chain or gate across the top instead of just being open. This will continue to protect employees on the upper level.

In the HVAC room in the penthouse next to the stairs: I am not sure if there is work done in this room where the need would arise to crawl under the HVAC unit, but there is space to fall a couple of stories down if you were to slip. May consider placing more wood banister or another protective barrier if work is done in this area regularly

Photos

Photo 9

Photo 10

Audit / Good Housekeeping

Is the area well lit and all lights are functional? **No**

Notes

Lights in electrical room 1S-3A did not work. Work Order FAC-27579 written.

Audit / Miscellaneous

Is the area free of ergonomic concerns? **No**

Notes

Didn't know what other category to put this under, but if you truly can't have radios in this room (1S-1), the sign needs to be more obvious. Maybe on the outside of the door or high up on the wall across from where you walk in. I didn't notice the sign until I was leaving since it is down below waist level.

Photos

Photo 11

Audit

9 Failed 83.64%

General Info

Name of Auditor	Kelley Hixson
Other Employees Present	None
Location of Audit	Main Hall

Emergency Response and Fire Safety

4 Failed

Are all entrances and exits free of obstruction?	Yes
Are all exit signs and emergency lights in place and operational?	No

Notes

The exit light in 1S-3 does not work when tested
The exit light 21 in the hallway of 208 is coming apart. I couldn't snap it back together, but maybe someone else can?
Work order FAC-27577 written

Photos

Photo 1

Photo 2

Are all smoke detectors in place and operational?	Yes
Are all evacuation maps in place and legible?	Yes
Are combustibles stored within 18" (2 feet if not sprinkled) of the ceiling?	No
Are all fire extinguishers in place and charged?	Yes

Are all ceiling tiles in place?	No

Notes

1S-2 has a few large holes in the ceiling tiles that need to be replaced. Work Order FAC-27578 written.

Photos

Photo 3

Are there damaged sprinkler heads?	No
Is all air monitoring equipment operational and calibrated?	N/A
Are all landline phones are operational?	No

Notes

Unsure if it matters, but the landline phone in 1S-4 does not work. Will work with OIT to see if they want it to work since it is in a data room.

Photos

Photo 4

Are there first aid kits?	Yes
Are they stocked appropriately?	Yes

Are all contents up to date?	No

Notes

There was a first aid kit in the 1st floor custodial closet and 4th floor custodial closet. Both had ointments and creams that expired in 2001/2002. However, the rest of the kits were still in tact.

Photos

Photo 5

Photo 6

Is the location of the kit visible or marked?	Yes

Electrical Hazards

1 Failed

Are extension cords used for permanent purposes?	No
Do all multi-plugs have overload protection?	Yes
Do all electrical panels have 3 feet of clearance?	No

Notes

There were coils of wires and cables blocking the panels and transformer in 1S-4A. Could potentially be moved to 1S-4
Items being stored in 3S-2 electrical room should probably find a new home (bulletin board, tiling, etc.)

Photos

Photo 7

Photo 8

Are any electrical cords or extension cords modified or damaged?	No
Are power strips daisy chained together?	No
Are all electrical outlets in good condition and have a ground pin?	Yes

Machine Safety

Does all equipment have proper machine guarding in place?	Good
Is all equipment either locked out or has the capability of being locked out?	Yes
Is there any damaged equipment in use?	No
Are all hand tools in good working condition?	N/A
Is all equipment properly secured to the ground?	Yes
Are all portable powered tools in good condition and have proper guarding?	N/A

General Chemical Safety

1 Failed

Do all chemicals and hazardous wastes have proper labeling?	Yes
Are incompatible chemicals stored together?	No
Are all flammable chemicals stored in a flammable cabinet?	Yes
Are all empty containers marked empty or properly defaced?	Yes
Are there compressed gas cylinders?	No
Are all chemicals inventoried and in Quartzy?	No
Notes I will put them in	
Is the proper PPE available for the chemicals?	Yes
Notes Saw eye protection, a face shield, and a couple different types of gloves.	
Are all safety showers and eyewashes easily accessible and operational?	N/A
Are spill kits in place and fully stocked?	N/A
Are all large containers outside stored in secondary containment?	N/A

Working at Heights

1 Failed

Is there any fall protection?	No
Are all aerial lifts properly stored and inspected (on placard)?	N/A
Are all ladders stored properly and in good working condition?	Yes
Are all work areas above 4 feet are properly guarded with railing?	No

Notes

The ladder outside in the back of Main hall should have a chain or gate across the top instead of just being open. This will continue to protect employees on the upper level.

In the HVAC room in the penthouse next to the stairs: I am not sure if there is work done in this room where the need would arise to crawl under the HVAC unit, but there is space to fall a couple of stories down if you were to slip. May consider placing more wood banister or another protective barrier if work is done in this area regularly

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Are all work areas on roofs at least 6' from an unprotected edge or is the edge protected?	Yes
Are all stairs and railings in good working condition?	Yes

Good Housekeeping

1 Failed

Is the space free of trip hazards?	Yes
Is the space free of any slips hazards including spills and wet floors?	Yes
Is the area free of dust and dirt accumulation?	Good
Are heavy items stored on middle or bottom shelves (nothing over 20 lbs overhead)?	Yes
Is the area well lit and all lights are functional?	No

Notes

Lights in electrical room 1S-3A did not work. Work Order FAC-27579 written.

Are all sharps secured and disposed of properly?	N/A
Is there anything hanging off of pipes?	No
Is there any signage missing?	No

Other Housekeeping comments/Non-compliances

I also checked the outdoor storage areas underneath the generator. They didn't look too bad, however the largest storage unit could use some clean up. If it was a storage space inside a building, I would be concerned about the amount of combustibles and the old chemicals rotting. It is not urgent, but probably a good idea to work toward cleaning up these areas.

Miscellaneous

1 Failed

Are all respirators stored properly and in good condition?	N/A
Is all lifting equipment in good working condition and load ratings legible?	N/A
Is the area free of ergonomic concerns?	No

Notes

Didn't know what other category to put this under, but if you truly can't have radios in this room (1S-1), the sign needs to be more obvious. Maybe on the outside of the door or high up on the wall across from where you walk in. I didn't notice the sign until I was leaving since it is down below waist level.

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There is no food or drink found abandoned in operational areas	Yes
Is all waste properly disposed of and containers are in place?	Yes

Comments and Feedback

Positive Audit Comments

Main hall was very clean, nothing was really dusty or too cluttered. I really like the tape markings in several of the rooms marking where items can be stored in order to keep a safe distance from the electrical panels, air compressors, or other equipment. The custodians are very organized and even have labels for all their equipment and chemicals.

Overall Audit Comments

Pretty straight forward audit. Did audit some of the conference rooms, but did not audit any of the individual offices. Will work toward in the future. Overall, Main Hall looked good!

Photos

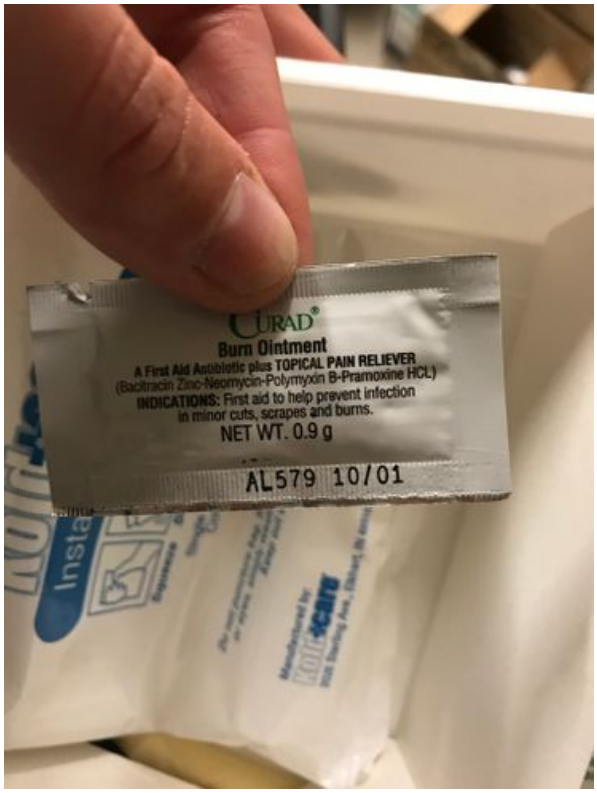
11 Photos

Photo 1

Photo 2

Photo 3

Photo 4



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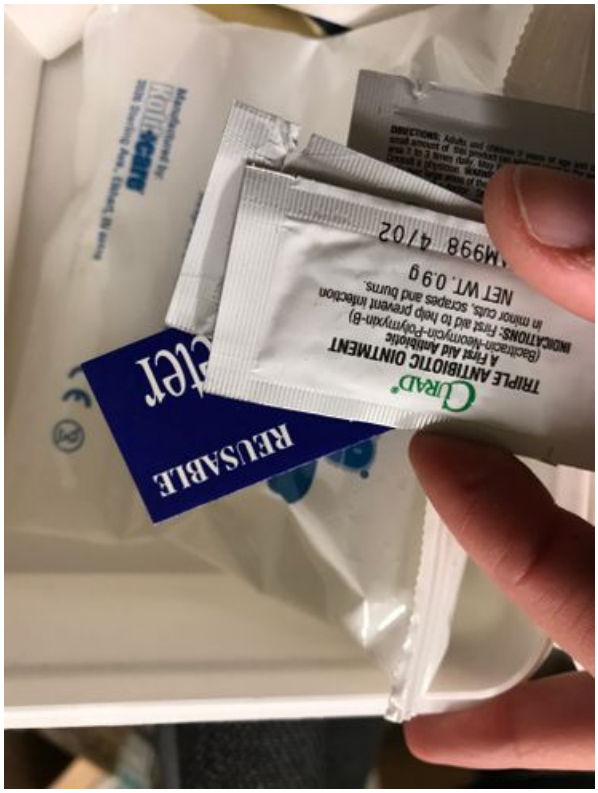

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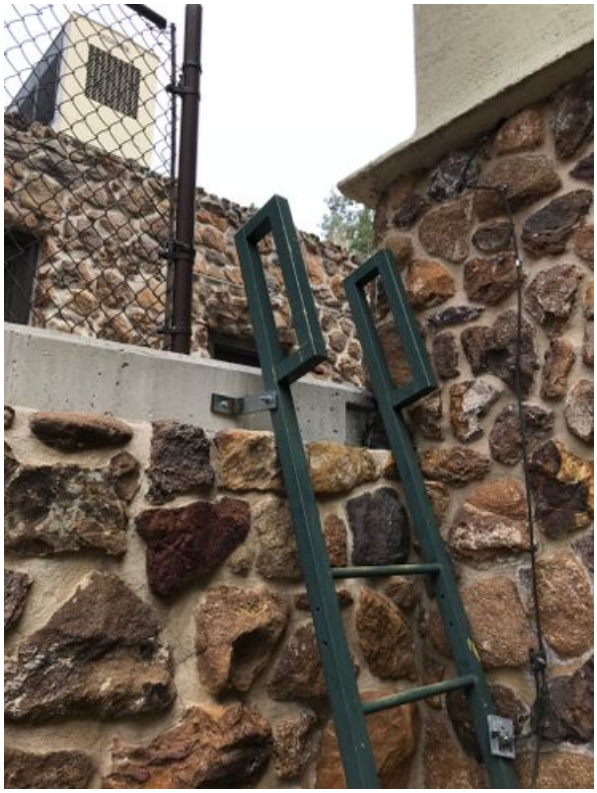

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