

# Sample Property Hazards Checklist

Recognizing hazards, then taking steps to reduce or eliminate them creates a safer environment for employees, customers or tenants. The following checklist is a tool to assist you with your premises evaluations:

	Yes	No	NA
<b>Crime</b>			
Alarm system periodically tested and operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video surveillance system installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative entryways secured (e.g., skylights, ventilation ducts)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valuable merchandise illuminated and away from display windows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior doors reinforced and protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior illuminated at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior windows burglar resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping trimmed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained to handle emergency situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large amounts of cash handled/counted in public view?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe area illuminated or vault visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks stamped "For Deposit Only"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash promptly deposited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unscheduled audits of employee money handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All entry keys accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple employees working late hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Protection</b>			
Smoke detectors installed and functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke detector batteries regularly replaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior standpipes or valves inspected regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprinklers have protective guards to avoid damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers in place and serviced regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatic sprinkler system tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees instructed in proper use of extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable liquids stored in appropriate containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
'No Smoking' signs posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Property Protection for Business/Office Equipment</b>			
Valuable papers stored in fire-resistive safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backup data located offsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Utilities</b>			
Electrical system installed and maintained by a qualified electrician?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical system of adequate size for place of business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical panels readily accessible and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct size of fuses used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground fault circuit interrupters (GFCIs) installed where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cords have grounding prongs present if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords being used as instructed by manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appliances, equipment and tools listed by a recognized testing laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surge suppressors protecting electrical equipment and appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filters, lint catchers, etc. are cleaned and serviced regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carbon monoxide detectors installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing system installed and repaired by a qualified contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pipes properly insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating system regularly checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Sample Property Checklist

Periodically checking your property or place of business is part of a good loss control/accident prevention program. Recognizing hazards, then taking steps to reduce or eliminate them creates a safer environment for employees, customers or tenants. The following checklist is a tool to assist you with your premises evaluations:

	Satisfactory	Unsatisfactory
<b>Exterior</b>		
Is your parking lot in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Are parking logs and speed bumps in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are potholes, cracks and uneven places present?	<input type="checkbox"/>	<input type="checkbox"/>
Are sidewalks level, obstruction-free?	<input type="checkbox"/>	<input type="checkbox"/>
Does water drain away from sidewalks/parking areas?	<input type="checkbox"/>	<input type="checkbox"/>
Snow and ice promptly removed when necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Are sidewalks and parking areas well illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
Are natural gas meters, air conditioning units, etc. protected from vehicular damage?	<input type="checkbox"/>	<input type="checkbox"/>
Are signs securely fastened to your building?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interior Conditions</b>		
Are public areas clean, well-illuminated and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Is carpeting tight, smooth and free of tears and rips?	<input type="checkbox"/>	<input type="checkbox"/>
Are doormats flat, slip-resistant and clean?	<input type="checkbox"/>	<input type="checkbox"/>
Are mats periodically checked in bad weather?	<input type="checkbox"/>	<input type="checkbox"/>
Are stairs well-illuminated, clean and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Handrails present, tight and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Changes in interior floor level, elevation marked?	<input type="checkbox"/>	<input type="checkbox"/>
Is emergency lighting present and operational?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kitchen – Food Service Area</b>		
Are floors mopped dry regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors swept regularly during business hours?	<input type="checkbox"/>	<input type="checkbox"/>
Are floor mats clean, flat and secure?	<input type="checkbox"/>	<input type="checkbox"/>
Is slip-resistant footwear worn by employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are anti-slip mats present near deep fryers, drink dispensers, washing sinks, meat grinders and meat slicers?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors in walk-in units clean?	<input type="checkbox"/>	<input type="checkbox"/>
Customer seats, tables, etc. in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Caution signs used to designate wet areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers wall-mounted and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>
Is emergency lighting present and operational?	<input type="checkbox"/>	<input type="checkbox"/>
Is kitchen equipment clean and well-maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency phone numbers clearly posted?	<input type="checkbox"/>	<input type="checkbox"/>
Is trash regularly removed?	<input type="checkbox"/>	<input type="checkbox"/>



Date \_\_\_\_\_

	Satisfactory	Unsatisfactory
<b>Restrooms</b>		
Are restrooms cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Toilets, sinks, etc. in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Floor drain in case of water leak?	<input type="checkbox"/>	<input type="checkbox"/>
Is a log kept noting cleaning/inspection times?	<input type="checkbox"/>	<input type="checkbox"/>
Lighting and vent fan operational?	<input type="checkbox"/>	<input type="checkbox"/>
Handicap grab/assist bars secure?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storage Areas</b>		
Storage area clean, well-organized?	<input type="checkbox"/>	<input type="checkbox"/>
Combustible items kept away from furnace, water heater, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Flammable liquids stored in their original containers and properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>
Are items at least 18" away from sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>
Is the electrical service panel accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher available in storage area?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pool Area</b>		
Is the pool area fenced with self-closing, locking gates?	<input type="checkbox"/>	<input type="checkbox"/>
Are pool rules and emergency numbers posted?	<input type="checkbox"/>	<input type="checkbox"/>
Lifesaving equipment present?	<input type="checkbox"/>	<input type="checkbox"/>
Patio furniture in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Pool depth noted along the side of pool?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical outlets protected by ground fault circuit interrupter (GFCI)?	<input type="checkbox"/>	<input type="checkbox"/>
Pool chemicals properly handled and stored?	<input type="checkbox"/>	<input type="checkbox"/>
Pool deck area treated with slip-resistant material?	<input type="checkbox"/>	<input type="checkbox"/>
Handrails and ladders secure and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Playground Area</b>		
Is equipment in good condition and well-maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment free of sharp edges and protruding hardware?	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment and play area regularly inspected?	<input type="checkbox"/>	<input type="checkbox"/>
Is the ground surface under the equipment clean and well-maintained?	<input type="checkbox"/>	<input type="checkbox"/>
If the area is fenced, is fencing in good condition?	<input type="checkbox"/>	<input type="checkbox"/>



Date \_\_\_\_\_