

IELDRN Hazard Surveys

This page has been divided into two sections, an [Internal Survey](#), and an [External Hazards Survey](#). Library staff can use them to discover possible safety hazards in their facilities. These forms are also part of IELDRN's [Generic Disaster Plan](#).

DATE _____

Internal Survey:

LOCATION _____

[Use a copy of this page for each area checked.]

I. Entrance, Exits & Access Survey:

A. Emergency Exits:

1. Clearly marked and visible? _____
2. working? ____ Clear of blockage? _____
3. How many entrances and exits (count elevators separately).

4. Do they exit out of the building or into another area~ _____
5. Are they lockable? ____ Alarmed? ____ Crash bars? ____
6. Alarms working properly? _____
7. Fire doors closed? _____

B. Stairs, ramps, floors and doors:

1. corridors, aisles, and stairwells clear?
2. Floors dry - not slippery (entrance mats available for wet weather)?

3. Carpets and rugs secure - no wires under carpets?
5. Floor(s) even - no holes or cracks? _____
6. Stair treads in good condition; handrails and guardrails installed and in good condition? _____
7. Ramps have non-slip surface? _____
8. Warped or sticking doors? _____

II. Plumbing and Water Survey

- A. Are there water pipes running through collection areas?

Where: _____

B. Windows sealed against leaks? _____

C. Toilets and water fountain working properly?

D. Water stained ceilings indicating possible leaks?

III. Biological Hazards Survey:

B. Are there signs of rot or termites? Where:

C. Any signs of insect or rodent activity? Explain:

D. Visible mold, mildew, fungus (odor can be a clue)? ____

IV. HVAC (Heating, Ventilation, Air-Conditioning)

A. Temperature of the room seem OK? _____

B. Is there air movement? _____

C. Signs of air conditioning units leaking? ____

D. Dirt around vents? _____

V. Electrical

A. Condition of plugs and wall outlets? _____

B. Overloaded sockets? _____

C. Condition of equipment cords (not patched or spliced)?

D. Worn exposed wiring? _____

E. Wires stretched across aisles? Or in other dangerous positions?

F. Electrical equipment and machines grounded?

G. Extension cords - isobar type only? _____

H. Electric switch panels clear (at least 30" open area)?

VI. Stacks and stack areas

A. Stacks braced? _____

According to Seismic Safety Standard for Library Shelving (California State Library, 1990)? ____

B. Properly balanced? _____

C. Shelving neat and orderly and evenly spaced? Include book trucks.

D. Shelves not overloaded (24" ceiling clearance)? _____

E. Heavy storage files and bookcases secured from tipping?

F. Dirt and dust around base of stacks/on books? _____

G. Excess paper and trash removed? _____

H. Are hazardous materials such as gas cylinders, solvents, paints, etc., stored in the area?

VIII. Safety Equipment Checklist:

A. Fire alarms easy to find and plentiful? _____

B. Smoke or heat detectors? _____

C. Sprinkler system present? _____ Sprinkler heads not blocked (24" ceiling clearance)

D. Water detectors? _____

E. Fire extinguishers

1. Easy to find and plentiful? _____

2. Fire extinguishers not blocked or obstructed?

2. What kind(s)? List:

3. Last date of inspection _____ (check tag).

4. Check pressure gauge.

G. Emergency lighting operable & available where needed? List locations and date checked:

H. Clearly posted and updated emergency evacuation maps?

I. Any disaster or emergency supplies in view? List.

REPORTED PROBLEMS TO _____ ON _____ DATE PROBLEM WAS FIXED: _____

DATE: _____

External Hazards Survey:

I. Climate:

A. Is the area subject to extremes or to sudden changes in temperature and relative humidity?

B. Is the area subject to heavy or prolonged snow or rainfall?

C. Is the area subject to severe storms? _____

II. Topography:

- A. Is the building situated by a reservoir, lake, river or ocean?
- B. Is the river tidal? _____
- C. Is the basement below water level or water table level?
- D. Is the building in an area prone to avalanches or landslides?

- E. Seismic Stability: Is the area subject to earthquakes or volcanic action?
Other?

III. Building Structure:

- A. What are the structural materials? Please list:
- B. Has the building a flat roof, skylights, roof access doors or internal roof drains? Please list:
- C. Are there visible cracks in the structure? Where:
- D. Equipment cut-off switches and valves can you easily locate for:
 - 1. Electric _____
 - 2. Water _____
 - 3. Gas _____
 - 4. Sprinkler System
 - 5. Sump Pump _____
 - 6. Water Detectors _____
 - 7. Smoke Detectors _____
 - 8. Fire Alarms

IV. Housekeeping

- A. Are the grounds maintained? (are there areas of dense, dry plants?)
- B. Are there materials stored against or near the building that might be hazardous (either chemicals or combustible materials)?

- C. Is trash stored in fire-proof containers? _____
- D. Are the containers big enough for the amount of trash put in them? _____
How often are they emptied? _____

V. Security

- A. How many entrances and exits?
for the public? _____ for staff only? _____
- B. Who has access after hours? _____

C. Are keys under strict control?_____

D. Are there security personnel? ____ Do they guard the exits? _____ Roam the stacks?_____

E. Is there a book tagging security system (i.e. 3M or other)? _____ When was the last time the gates were adjusted and tested? _____

REPORTED PROBLEMS TO _____ ON _____ DATE PROBLEM WAS FIXED: _____