

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____

Signature: _____



THOMPSON RIVERS UNIVERSITY

MECHANICAL ROOM CHECKLIST

This list is not exhaustive and over time new hazards may come to be. The space at the bottom is for you to add your own identified hazards. Please notify the OH&S department so the checklist can be updated with these additions. Answering 'no' to any of the following questions indicates a need for corrective action to be taken.

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
1.	HOUSEKEEPING					
1.	No storage of flammables					
2.	No excess of storage of any unnecessary materials					
3.	Adequate cleanup after any work has been done					
4.	No leaks or spills.					
5.	Ensure low areas are free of chemical residues (cleaning solvents, spilled refrigerant, or others)					
2.	PREVENTATIVE MAINTENANCE					
1.	Air handler belts changed twice a year					
2.	Air handler filters changed twice a year					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
3.	Air handler lubrication adequate (sticker record indicating maintenance done posted)					
4.	Leak detectors shown to be in working order & located 1 foot above floor					
5.	Ventilation is adequate					
6.	Motion activation system in working order					
	CONTROLLED PRODUCTS					
1.	Fuels and any controlled products used are adequately contained?					
2.	Spill clean up kit/procedure available for use in the event of a spill?					
3.	Are all controlled products clearly labeled?					
4.	Is MSDS available for all controlled products?					
5.	Are doors to rooms containing controlled products clearly labeled with the contents?					
6.	Are person working with controlled products trained in WHMIS?					
4	ADMINISTRATIVE					
1.	Are all piping labeled with content and flow direction?					
2.	Is proper lock out procedures used when maintenance is being done?					
3.	Are only qualified tradesmen given access to the rooms?					
4.	Are radios carried and used to maintain a constant means of communication?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
5.	Is there compliance with Canadian Electrical Code, Canadian building Code, and British Columbia Building Code?					
6.	Are CO2 monitors in the boiler rooms tested annually?					
7.	Are there any areas that are classified as "Confined Space?" If yes, please comment.					
8.	Is there signage that indicates a "Confined Space"					
5.	EMERGENCY					
1.	Is there easy access to an emergency pull station?					
2.	Is there a communication procedure in place in case of an emergency?					
3.	Is there a portable eyewash located in each room?					
4.	Is there a suitable, recently inspected fire extinguisher available?					
6.	FIRE SYSTEMS					
1.	Are all water valves in the open position and not chained in position?					
2..	Do all water valves have an electronic monitoring device?					
3.	Is the sprinkler system tested annually?					
4.	Are fire system preventative maintenance inspection kept on file?					
5.	Are correct temperature sprinkler heads installed?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
6.	Ensure all sprinkler heads are not painted, obstructed or affected by storage that is too high?					
11	ELECTRICAL					
1.	Do panels >100A have notification that only qualified electricians are to work on them?					
2.	Rooms containing main circuit breakers should have notification of this location on the outside of the door					
3.	Is there signage indicating that breakers require lockout procedures?					

Mechanical Room Safety:

For many building owners, mechanical rooms are virtually unknown portions of the property. "Out of sight, out of mind" rings true in far too many cases. There are however, many safety issues in these rooms that need attention. Most owners understand only that the equipment in the mechanical room and the rooms themselves are restricted areas. Tradesmen are the only people who have access to these rooms. Because of the special knowledge that these people have, it seems appropriate to delegate the responsibility of a **bi-monthly** mechanical room safety inspection to them.