PLAINTIFF'S EXHIBIT

MON-1735

OFFICE WORKERS SAFETY/HOUSEKEEPING CHECK LIST

BUILDING _____

DATE _____ INSPECTOR _____

SAFETY

1. PERSONAL KNOWLEDGE OF	GOOD	POOR	COMMENTS
Instructions Points/Wardens	____	____	_____
Where Emergency Exits Are?	____	____	_____
Fire Extinguishers (use,location,class)	____	____	_____
When Emergency Alarm Sounds What Is The Procedure To Follow?	____	____	_____
Fire & Spill Code Stickers On Phone	____	____	_____
2. PERSONAL SAFETY EQUIPMENT			
Safety Glasses/Goggles (if appl.)	____	____	_____
Hard Hats (if appl.)	____	____	_____
Closed Toe Shoes (if appl.)	____	____	_____
Emergency Lights	____	____	_____
Exit Signs	____	____	_____
3. SAFETY HAZARDS			
Opened File Cabinet Drawers	____	____	_____
Unlatched Paper Cutter	____	____	_____
Boxes (too high/obstructing walkway)	____	____	_____
Coffee Spills	____	____	_____
Pulled Staples Left On Tabletop, Etc.	____	____	_____
Electrical Wires (obstructing walkway)	____	____	_____
Pencils, Sharpened End Faced Down	____	____	_____
Mirrors (for blind areas)	____	____	_____
Floors(recently waxed/mopped "CAUTION")	____	____	_____
Stairways Should Be Cleared	____	____	_____
Walking "Up" or "Down" Stairs - At Least One Hand Free; Do Not Read	____	____	_____
Do Not Attempt To Lift Heavy Load Of Paper, Books, Etc.	____	____	_____
Cement Glue (plenty of ventilation)	____	____	_____
Clutter	____	____	_____

HOUSEKEEPING

1. OFFICE/DESK AREAS	GOOD	POOR	COMMENTS
Offices	____	____	_____
Closets	____	____	_____
File Cabinets	____	____	_____
Hallways/Passageways	____	____	_____
Paper On Wall Instead Of Bulletin Board	____	____	_____
Floors	____	____	_____
Restroom	____	____	_____
Lunch Areas	____	____	_____
Bulletin Boards	____	____	_____
Storage Cabinets	____	____	_____
Bookcases	____	____	_____
Desks	____	____	_____

COMMENTS - OTHER