

FREE FACILITY SAFETY TEMPLATE

Facility Safety Checklist

Use this 60-point checklist to inspect building condition, exterior and internal routes, fire and life-safety systems, electrical and mechanical services, lifts, loading areas, storage, public spaces, contractor work, corrective actions, and final facility sign-off.

Facility / location

Inspection date

Reviewer

Facility manager

1. Facility scope, risk profile, compliance, and ownership

- 1** Confirm the facility, location, building type, operating areas, inspection date, reviewer, facility manager, occupants, visitors, and contractors included in the review.

FACILITY SAFETY

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign

● Execution tip: Define which parts of the building, landlord scope, tenant scope, shared services, and restricted areas are included before the inspection begins.

- 2** Verify current facility risk assessments, emergency plans, inspection certificates, permits, statutory records, landlord responsibilities, and site safety procedures are available and applicable.

FACILITY SAFETY

Record

Current

Owner

Evidence

Action

● Execution tip: Define which parts of the building, landlord scope, tenant scope, shared services, and restricted areas are included before the inspection begins.

- 3** Identify high-risk areas such as plant rooms, roofs, electrical rooms, loading docks, kitchens, workshops, storage areas, public spaces, and restricted-access zones.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Define which parts of the building, landlord scope, tenant scope, shared services, and restricted areas are included before the inspection begins.

- 4** Review previous facility-safety findings, incidents, complaints, structural defects, equipment failures, contractor issues, and overdue corrective actions.

FACILITY SAFETY

Safe

Needs action

Critical

LIVE PHOTO

Add

CRITICAL

● Execution tip: Define which parts of the building, landlord scope, tenant scope, shared services, and restricted areas are included before the inspection begins.

- 5** Confirm critical-stop rules are defined for structural instability, fire and life-safety failures, exposed electrical hazards, uncontrolled gas or water leaks, blocked exits, and other imminent dangers.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

CRITICAL

● Execution tip: Define which parts of the building, landlord scope, tenant scope, shared services, and restricted areas are included before the inspection begins.

- 6** Assign ownership for building fabric, fire systems, electrical, HVAC, plumbing, lifts, security, housekeeping, contractors, utilities, and corrective-action closure.

FACILITY SAFETY

Record

Current

Owner

Evidence

Action

● Execution tip: Define which parts of the building, landlord scope, tenant scope, shared services, and restricted areas are included before the inspection begins.

2. Exterior, grounds, access, parking, and perimeter safety

- 7** Inspect external walls, facades, canopies, awnings, roofs visible from ground level, signs, gutters, drains, and external fixtures for loose, damaged, unstable, or falling components.

CRITICAL

FACILITY SAFETY

Safe

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Inspect exterior areas in the conditions occupants actually experience, including wet weather, darkness, delivery periods, and peak vehicle movement where relevant.

- 8** Check entrances, ramps, steps, handrails, paths, pavements, kerbs, parking areas, loading approaches, and external walkways for slips, trips, potholes, damage, poor drainage, or obstruction.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

- Execution tip: Inspect exterior areas in the conditions occupants actually experience, including wet weather, darkness, delivery periods, and peak vehicle movement where relevant.

- 9** Verify exterior lighting, parking lighting, entrance lighting, emergency access lighting, and security lighting provide adequate visibility during operating hours.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

- Execution tip: Inspect exterior areas in the conditions occupants actually experience, including wet weather, darkness, delivery periods, and peak vehicle movement where relevant.

- 10** Confirm vehicle and pedestrian routes, crossings, barriers, bollards, speed controls, delivery zones, and pickup areas reduce collision and reversing risk.

CRITICAL

FACILITY SAFETY

Safe

Needs action

Critical

N/A

- Execution tip: Inspect exterior areas in the conditions occupants actually experience, including wet weather, darkness, delivery periods, and peak vehicle movement where relevant.

- 11** Inspect fences, gates, perimeter controls, service yards, waste areas, outdoor storage, and restricted zones for secure condition and unauthorized-access risks.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

- Execution tip: Inspect exterior areas in the conditions occupants actually experience, including wet weather, darkness, delivery periods, and peak vehicle movement where relevant.

- 12** Record water pooling, loose paving, damaged barriers, unstable signage, blocked access, poor lighting, or other exterior hazards and assign timely correction.

FACILITY SAFETY

Safe

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Inspect exterior areas in the conditions occupants actually experience, including wet weather, darkness, delivery periods, and peak vehicle movement where relevant.

3. Building fabric, floors, ceilings, doors, glazing, and internal routes

- 13** Inspect walls, ceilings, columns, partitions, floor finishes, raised floors, tiles, carpets, and internal surfaces for cracks, water damage, loose materials, deterioration, or signs of instability.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Treat signs of structural movement, loose overhead materials, damaged glazing, and unstable barriers as potential isolation issues until competent assessment confirms safety.

- 14** Check stairs, ramps, corridors, landings, handrails, guardrails, floor openings, changes in level, and pedestrian routes for safe condition and unobstructed access.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

- Execution tip: Treat signs of structural movement, loose overhead materials, damaged glazing, and unstable barriers as potential isolation issues until competent assessment confirms safety.

- 15** Verify doors, automatic doors, shutters, gates, windows, glazing, mirrors, partitions, and glass panels are secure, undamaged, visible, and safe to operate.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

- Execution tip: Treat signs of structural movement, loose overhead materials, damaged glazing, and unstable barriers as potential isolation issues until competent assessment confirms safety.

- 16** Inspect ceilings, suspended panels, light fittings, access hatches, overhead signs, decorative elements, and mounted fixtures for loose or falling-object hazards.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

- Execution tip: Treat signs of structural movement, loose overhead materials, damaged glazing, and unstable barriers as potential isolation issues until competent assessment confirms safety.

- 17** Confirm internal routes, accessible paths, customer or visitor circulation, service corridors, and emergency routes remain clear of stored items, cables, equipment, and temporary work.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

- Execution tip: Treat signs of structural movement, loose overhead materials, damaged glazing, and unstable barriers as potential isolation issues until competent assessment confirms safety.

- 18** Escalate structural cracks, sagging ceilings, damaged glazing, loose fixtures, unstable barriers, or other conditions that may require immediate isolation and specialist assessment.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Treat signs of structural movement, loose overhead materials, damaged glazing, and unstable barriers as potential isolation issues until competent assessment confirms safety.

4. Fire and life safety, exits, alarms, suppression, and evacuation readiness

- 19** Verify emergency exits, exit routes, stairwells, exit doors, assembly points, evacuation maps, and emergency contact information are clearly marked and immediately usable.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Physically verify a representative sample of life-safety controls and keep escape routes free from temporary storage, contractor work, and operational clutter.

- 20** Check fire alarms, smoke or heat detectors, manual call points, extinguishers, hose reels, sprinkler systems, suppression systems, and fire pumps are accessible and within required service dates.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Physically verify a representative sample of life-safety controls and keep escape routes free from temporary storage, contractor work, and operational clutter.

- 21** Confirm fire doors, smoke doors, fire-rated partitions, penetrations, stair enclosures, and compartmentation controls are not damaged, blocked, wedged open, or compromised.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Physically verify a representative sample of life-safety controls and keep escape routes free from temporary storage, contractor work, and operational clutter.

- 22** Inspect emergency lighting, exit signs, backup lighting, alarm indicators, emergency communication systems, and evacuation aids for visible defects or overdue testing.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Physically verify a representative sample of life-safety controls and keep escape routes free from temporary storage, contractor work, and operational clutter.

- 23** Verify combustible storage, plant rooms, electrical rooms, escape routes, kitchens, waste areas, and high-risk zones are kept free from uncontrolled fire loading and ignition hazards.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Physically verify a representative sample of life-safety controls and keep escape routes free from temporary storage, contractor work, and operational clutter.

- 24** Review evacuation drills, alarm tests, fire-system service reports, deficiencies, blocked exits, false alarms, and corrective actions requiring follow-up.

FACILITY SAFETY

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Physically verify a representative sample of life-safety controls and keep escape routes free from temporary storage, contractor work, and operational clutter.

5. Electrical systems, lighting, backup power, and utility isolation

- 25** Inspect electrical panels, distribution boards, switches, sockets, cables, plugs, extension leads, temporary power, chargers, and visible wiring for damage, overheating, overload, or exposed conductors.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Look for combinations of hazards such as water near energized equipment, overloaded temporary wiring, damaged sockets, or blocked isolation points.

- 26** Confirm electrical rooms, panels, disconnects, isolators, emergency shutoffs, and switchgear are labelled, accessible, dry, unobstructed, and protected from unauthorized access.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Look for combinations of hazards such as water near energized equipment, overloaded temporary wiring, damaged sockets, or blocked isolation points.

- 27** Verify fixed lighting, task lighting, emergency lighting, external lighting, and control systems operate without flicker, exposed fittings, broken covers, or dark safety-critical areas.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Look for combinations of hazards such as water near energized equipment, overloaded temporary wiring, damaged sockets, or blocked isolation points.

- 28** Check generators, UPS systems, emergency power, battery systems, transfer switches, and backup supplies have current maintenance records and are ready for required loads.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Look for combinations of hazards such as water near energized equipment, overloaded temporary wiring, damaged sockets, or blocked isolation points.

- 29** Confirm utility shutoff points for electricity, gas, water, fuel, or other services are identified, accessible, protected, and known to responsible employees.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Look for combinations of hazards such as water near energized equipment, overloaded temporary wiring, damaged sockets, or blocked isolation points.

- 30** Escalate exposed live parts, burning smells, repeated breaker trips, overheating, damaged electrical equipment, uncontrolled temporary wiring, or water near energized systems immediately.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Look for combinations of hazards such as water near energized equipment, overloaded temporary wiring, damaged sockets, or blocked isolation points.

6. HVAC, ventilation, water, plumbing, drainage, gas, and environmental systems

- 31** Inspect HVAC units, air-handling systems, vents, grilles, filters, ducts, thermostats, and extraction systems for safe condition, secure covers, leaks, abnormal noise, or airflow problems.

FACILITY SAFETY

Safe

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Trace leaks, ventilation failures, gas concerns, drainage issues, and environmental complaints to the responsible plant or service rather than treating symptoms only.

- 32** Confirm plant rooms, rooftop units, cooling towers, boilers, pumps, compressors, and mechanical-service areas have safe access, guarding, housekeeping, and required maintenance records.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

- Execution tip: Trace leaks, ventilation failures, gas concerns, drainage issues, and environmental complaints to the responsible plant or service rather than treating symptoms only.

- 33** Check water supply, tanks, pipes, valves, fixtures, drainage, floor drains, sewage systems, pumps, and leak-prone areas for damage, overflow, contamination, or standing water.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

- Execution tip: Trace leaks, ventilation failures, gas concerns, drainage issues, and environmental complaints to the responsible plant or service rather than treating symptoms only.

- 34** Verify gas lines, cylinders, regulators, valves, meters, appliances, leak-detection systems, and emergency shutoffs are protected, labelled, accessible, and free from obvious damage.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

- Execution tip: Trace leaks, ventilation failures, gas concerns, drainage issues, and environmental complaints to the responsible plant or service rather than treating symptoms only.

- 35** Review indoor temperature, humidity, ventilation, odours, dampness, mould, dust, condensation, and other environmental conditions that could affect occupant health or facility safety.

FACILITY SAFETY

READING

Enter

LIMIT

Enter

DEVICE ID

Enter

- Execution tip: Trace leaks, ventilation failures, gas concerns, drainage issues, and environmental complaints to the responsible plant or service rather than treating symptoms only.

- 36** Record leaks, blocked drains, failed ventilation, unusual gas odours, water intrusion, mould, uncontrolled condensation, or mechanical faults and apply immediate containment where required.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Trace leaks, ventilation failures, gas concerns, drainage issues, and environmental complaints to the responsible plant or service rather than treating symptoms only.

7. Lifts, escalators, loading docks, plant rooms, and specialist facility equipment

- 37** Verify lifts, elevators, escalators, moving walks, dock levellers, powered doors, shutters, and similar facility systems display current inspection or service status where required.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Specialist equipment should be removed from service when safety cannot be demonstrated. A service sticker does not override an obvious operational defect.

- 38** Inspect lift doors, landing controls, emergency communication, levelling, escalator comb plates, handrails, guards, and visible safety features for damage or abnormal operation.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Specialist equipment should be removed from service when safety cannot be demonstrated. A service sticker does not override an obvious operational defect.

- 39** Check loading docks, dock edges, levellers, bumpers, restraints, gates, ramps, vehicle interfaces, and pedestrian controls for safe condition and clear segregation.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Specialist equipment should be removed from service when safety cannot be demonstrated. A service sticker does not override an obvious operational defect.

- 40** Confirm plant rooms, service shafts, roof-access points, boiler rooms, electrical rooms, pump rooms, and other restricted areas are secured and accessible only to authorized personnel.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Specialist equipment should be removed from service when safety cannot be demonstrated. A service sticker does not override an obvious operational defect.

- 41** Verify guards, barriers, emergency stops, warning labels, lockable isolations, and safe-access arrangements are present around specialist facility equipment.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Specialist equipment should be removed from service when safety cannot be demonstrated. A service sticker does not override an obvious operational defect.

- 42** Remove defective lifts, escalators, doors, dock equipment, or other specialist systems from service when safe operation cannot be assured and arrange competent repair.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

● Execution tip: Specialist equipment should be removed from service when safety cannot be demonstrated. A service sticker does not override an obvious operational defect.

8. Storage, housekeeping, chemicals, waste, pests, and hygiene controls

- 43** Inspect storage rooms, racks, shelves, cupboards, mezzanines, cages, service corridors, and back-of-house areas for stability, safe stacking, loading limits, and unobstructed access.

FACILITY SAFETY

CRITICAL

Record	Current	Owner	Evidence	Action

● Execution tip: Storage and housekeeping conditions often reveal emerging facility risks. Check concealed areas, service rooms, waste points, and contractor spaces as well as public zones.

- 44** Confirm housekeeping prevents accumulation of waste, packaging, dust, combustible materials, loose equipment, blocked access, and hidden slip or trip hazards.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Storage and housekeeping conditions often reveal emerging facility risks. Check concealed areas, service rooms, waste points, and contractor spaces as well as public zones.

- 45** Verify cleaning chemicals, maintenance products, fuels, aerosols, paints, pesticides, and other hazardous substances are labelled, secured, segregated, and supported by current safety information.

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

● Execution tip: Storage and housekeeping conditions often reveal emerging facility risks. Check concealed areas, service rooms, waste points, and contractor spaces as well as public zones.

- 46** Check waste rooms, compactors, bins, recycling areas, grease or oil storage, and disposal routes for safe access, cleanliness, leakage, fire load, and pest attraction.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Storage and housekeeping conditions often reveal emerging facility risks. Check concealed areas, service rooms, waste points, and contractor spaces as well as public zones.

- 47** Inspect for pest evidence, water ingress, damaged seals, door gaps, openings, roof or wall penetrations, and other conditions that could affect hygiene or facility integrity.

FACILITY SAFETY

Safe

Needs action

Critical

N/A

● Execution tip: Storage and housekeeping conditions often reveal emerging facility risks. Check concealed areas, service rooms, waste points, and contractor spaces as well as public zones.

- 48** Raise corrective action for unsafe storage, excessive combustible load, chemical leakage, pest activity, sanitation failures, or housekeeping conditions that create immediate risk.

FACILITY SAFETY

CRITICAL

Record	Current	Owner	Evidence	Action

● Execution tip: Storage and housekeeping conditions often reveal emerging facility risks. Check concealed areas, service rooms, waste points, and contractor spaces as well as public zones.

9. Accessibility, security, contractor work, public areas, and occupant protection

- 49 Verify accessible entrances, ramps, lifts, doors, toilets, circulation routes, counters, parking spaces, and emergency arrangements remain usable and free from avoidable obstruction.**

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Review temporary contractor work from the occupant perspective. Barriers, cables, dust, noise, hot work, and shutdowns can create risks outside the work area itself.

- 50 Inspect reception areas, waiting areas, customer spaces, employee common areas, toilets, changing rooms, and public facilities for safe condition, working fixtures, and adequate lighting.**

FACILITY SAFETY

Safe

Needs action

Critical

N/A

- Execution tip: Review temporary contractor work from the occupant perspective. Barriers, cables, dust, noise, hot work, and shutdowns can create risks outside the work area itself.

- 51 Confirm keys, access cards, CCTV, alarms, visitor controls, restricted areas, roof access, plant rooms, and after-hours entry protect occupants and critical facility systems.**

FACILITY SAFETY

Safe

Needs action

Critical

N/A

- Execution tip: Review temporary contractor work from the occupant perspective. Barriers, cables, dust, noise, hot work, and shutdowns can create risks outside the work area itself.

- 52 Check contractors receive site rules, permits, hazard information, isolation requirements, emergency instructions, supervision, and access restrictions before starting work.**

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

- Execution tip: Review temporary contractor work from the occupant perspective. Barriers, cables, dust, noise, hot work, and shutdowns can create risks outside the work area itself.

- 53 Verify temporary works, scaffolds, barriers, ladders, tools, cables, hot work, ceiling access, drilling, shutdowns, and contractor materials are controlled so occupants are not exposed.**

FACILITY SAFETY

CRITICAL

Safe

Needs action

Critical

N/A

- Execution tip: Review temporary contractor work from the occupant perspective. Barriers, cables, dust, noise, hot work, and shutdowns can create risks outside the work area itself.

- 54 Review security incidents, unauthorized access, vandalism, aggressive behaviour, public-safety complaints, contractor near misses, and temporary-work risks requiring additional controls.**

FACILITY SAFETY

Safe

Needs action

Critical

LIVE PHOTO

Add

- Execution tip: Review temporary contractor work from the occupant perspective. Barriers, cables, dust, noise, hot work, and shutdowns can create risks outside the work area itself.

10. Findings, corrective actions, verification, trends, and facility sign-off

- 55** Record every facility-safety finding with the exact location, hazard, asset or system affected, people exposed, evidence, risk level, and immediate containment completed.

FACILITY SAFETY

Record	Current	Owner	Evidence	Action
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● Execution tip: Keep actions open until objective evidence confirms the facility hazard is controlled, the repair is complete, and any repeated failure has been addressed at root cause.

- 56** Classify findings using the approved severity and urgency method and immediately escalate structural, fire, electrical, gas, life-safety, or other imminent-danger conditions.

FACILITY SAFETY

Safe Needs action Critical N/A

CRITICAL

● Execution tip: Keep actions open until objective evidence confirms the facility hazard is controlled, the repair is complete, and any repeated failure has been addressed at root cause.

- 57** Assign every corrective action to a named owner with priority, due date, temporary control, required proof, contractor or vendor dependency, and escalation route.

FACILITY SAFETY

Safe Needs action Critical N/A

CRITICAL

● Execution tip: Keep actions open until objective evidence confirms the facility hazard is controlled, the repair is complete, and any repeated failure has been addressed at root cause.

- 58** Verify closure through repeat inspection, live photos, repair records, test certificates, contractor reports, commissioning evidence, service records, or specialist approval.

FACILITY SAFETY

Safe Needs action Critical N/A

● Execution tip: Keep actions open until objective evidence confirms the facility hazard is controlled, the repair is complete, and any repeated failure has been addressed at root cause.

- 59** Review repeated building defects, leaks, electrical faults, blocked exits, equipment failures, contractor issues, overdue actions, and site trends requiring capital or preventive action.

FACILITY SAFETY

Safe Needs action Critical N/A

● Execution tip: Keep actions open until objective evidence confirms the facility hazard is controlled, the repair is complete, and any repeated failure has been addressed at root cause.

- 60** Record the final facility-safety status, unresolved critical risks, next inspection date, facility manager, reviewer, approver, date, time, and signatures.

FACILITY SAFETY

NAME Enter DATE / TIME Enter APPROVAL Sign

CRITICAL

● Execution tip: Keep actions open until objective evidence confirms the facility hazard is controlled, the repair is complete, and any repeated failure has been addressed at root cause.

RUN THIS CHECKLIST DIGITALLY

Turn facility hazards into verified repair closure

Use Taqtics to schedule facility checks, capture live evidence, escalate critical building risks, assign repairs, verify restored safeguards, and compare recurring defects across every location.