

FREE FACILITIES & PROPERTY SAFETY TEMPLATE

Safety Audit Checklist

Use this 60-point checklist to audit walking surfaces, exits, fire protection, electrical safety, mechanical plant, hazardous materials, work at height, emergency preparedness, contractor controls, corrective actions, and property safety trends.

Property / building

Audit date

Zone / scope

Auditor / safety owner

Internal Facilities & Property template. Apply current building, fire, electrical, hazardous-material, work-at-height, emergency, contractor, insurance, and local regulatory requirements. Where U.S. OSHA general-industry rules apply, relevant 29 CFR 1910 requirements should be included.

1. Audit scope, property risk profile, responsibilities, incidents, and previous findings

- 1
- Confirm the property, building, floor, zone, audit date, occupancy or operating status, and safety-audit scope are clearly identified.
- CRITICAL
- SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Start with the property's actual risk profile. Review incidents, recurring hazards, high-risk spaces, contractors, occupancy patterns, and overdue safety actions...

- 2
- Verify current safety procedures, emergency information, risk assessments, inspection schedules, permits, contractor rules, and escalation criteria are available where applicable.
- CRITICAL
- SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Start with the property's actual risk profile. Review incidents, recurring hazards, high-risk spaces, contractors, occupancy patterns, and overdue safety actions...

- 3
- Review recent incidents, near misses, first-aid cases, hazard reports, tenant or occupant complaints, insurance findings, and previous safety-audit actions before the walk-through.
- CRITICAL
- SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Start with the property's actual risk profile. Review incidents, recurring hazards, high-risk spaces, contractors, occupancy patterns, and overdue safety actions...

- 4
- Identify higher-risk areas such as roofs, electrical rooms, mechanical rooms, loading zones, service yards, plant rooms, storage areas, workshops, and contractor work zones.
- CRITICAL
- SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Start with the property's actual risk profile. Review incidents, recurring hazards, high-risk spaces, contractors, occupancy patterns, and overdue safety actions...

- 5
- Confirm ownership is defined across facilities, property management, engineering, maintenance, EHS, housekeeping, security, tenants, landlords, and contractors.
-
- SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Start with the property's actual risk profile. Review incidents, recurring hazards, high-risk spaces, contractors, occupancy patterns, and overdue safety actions...

- 6
- Record property, audit date, scope, lead auditor, facilities owner, EHS or safety owner, and planned follow-up date.
-
- SAFETY

FINAL STATUS | Enter

FACILITIES OWNER | Enter

SAFETY APPROVAL | Enter

Execution tip: Start with the property's actual risk profile. Review incidents, recurring hazards, high-risk spaces, contractors, occupancy patterns, and overdue safety actions...

2. Walking-working surfaces, housekeeping, floors, stairs, access routes, and slip-trip controls

7 Inspect floors, corridors, passageways, entrances, lobbies, service routes, and other walking-working surfaces for holes, cracks, unevenness, loose materials, or trip hazards. **CRITICAL** SAFETY

Conforming

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be clean, orderly, sanitary, inspected regularly, and maintained in a safe condition.

8 Confirm spills, leaks, standing water, dust, debris, waste, trailing cords, hoses, tools, and other slip or trip hazards are promptly controlled. **CRITICAL** SAFETY

Conforming

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be clean, orderly, sanitary, inspected regularly, and maintained in a safe condition.

9 Check stairs, landings, handrails, guardrails, ramps, platforms, floor openings, covers, and elevated walking areas for secure condition and visible damage. **CRITICAL** SAFETY

Conforming

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be clean, orderly, sanitary, inspected regularly, and maintained in a safe condition.

10 Verify walking-working surfaces are inspected regularly and hazardous conditions are repaired, guarded, restricted, or otherwise controlled before continued use. **CRITICAL** SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be clean, orderly, sanitary, inspected regularly, and maintained in a safe condition.

11 Confirm housekeeping equipment, stored materials, deliveries, furniture, maintenance work, and waste do not obstruct routine access routes or create new hazards. **CRITICAL** SAFETY

Conforming

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be clean, orderly, sanitary, inspected regularly, and maintained in a safe condition.

12 Review recurring wet areas, repeated trip hazards, damaged flooring, poor drainage, and recurring housekeeping findings for preventive action rather than repeated temporary correction. SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Where OSHA general-industry rules apply, walking-working surfaces should be clean, orderly, sanitary, inspected regularly, and maintained in a safe condition.

3. Exit routes, emergency doors, fire protection, emergency lighting, and responder access

13

Confirm required exit routes, exit access, exit doors, stairs, corridors, and discharge areas are free and unobstructed.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA exit-route rules apply, exit routes must remain free and unobstructed, and safeguards such as alarms, fire doors, and exit lighting should remain in...

14

Verify exit doors can be used as intended during an emergency and are not blocked, improperly locked, damaged, or restricted by temporary work or access-control arrangements.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Where OSHA exit-route rules apply, exit routes must remain free and unobstructed, and safeguards such as alarms, fire doors, and exit lighting should remain in...

15

Check exit signs, directional signs, emergency lighting, alarm devices, evacuation information, and other emergency safeguards for visibility and serviceable condition.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Where OSHA exit-route rules apply, exit routes must remain free and unobstructed, and safeguards such as alarms, fire doors, and exit lighting should remain in...

16

Inspect visible fire extinguishers, fire doors, alarm points, detectors, sprinkler valves, hose cabinets, hydrants, risers, and responder access for obstruction or obvious damage.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA exit-route rules apply, exit routes must remain free and unobstructed, and safeguards such as alarms, fire doors, and exit lighting should remain in...

17

Confirm fire doors and smoke-control doors are not improperly propped, wedged, obstructed, damaged, or prevented from operating as intended.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA exit-route rules apply, exit routes must remain free and unobstructed, and safeguards such as alarms, fire doors, and exit lighting should remain in...

18

Escalate blocked exit routes, impaired fire-protection systems, out-of-service emergency safeguards, or restricted responder access immediately and apply approved interim controls.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Where OSHA exit-route rules apply, exit routes must remain free and unobstructed, and safeguards such as alarms, fire doors, and exit lighting should remain in...

4. Electrical rooms, panels, wiring, receptacles, temporary power, and electrical working access

19

Inspect electrical panels, distribution boards, switchgear, disconnects, control panels, and electrical rooms for secure covers, visible damage, contamination, water exposure, or overheating evidence.

CRITICAL

SAFETY

Conforming

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Facilities audits can identify visible electrical hazards but do not replace qualified electrical inspection. Keep required working space accessible and escalate...

20

Confirm required access and working space around electrical equipment is not obstructed by storage, furniture, waste, tools, carts, or temporary equipment.

CRITICAL

SAFETY

Conforming

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Facilities audits can identify visible electrical hazards but do not replace qualified electrical inspection. Keep required working space accessible and escalate...

21

Check receptacles, switches, plugs, cords, power strips, extension cords, visible wiring, conduit, junction boxes, and covers for damage, exposed parts, looseness, or makeshift repair.

CRITICAL

SAFETY

Conforming

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Facilities audits can identify visible electrical hazards but do not replace qualified electrical inspection. Keep required working space accessible and escalate...

22

Verify temporary power and extension-cord use is controlled by the site's electrical-safety rules and is not being used as an unmanaged permanent installation.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action

Execution tip: Facilities audits can identify visible electrical hazards but do not replace qualified electrical inspection. Keep required working space accessible and escalate...

23

Confirm electrical rooms and panels remain dry, appropriately secured, identified, and accessible to authorized personnel as required by the site.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action

Execution tip: Facilities audits can identify visible electrical hazards but do not replace qualified electrical inspection. Keep required working space accessible and escalate...

24

Escalate exposed energized parts, arcing, burning odor, abnormal heating, damaged insulation, repeated breaker trips, water intrusion, or other serious electrical warning signs immediately.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action

Execution tip: Facilities audits can identify visible electrical hazards but do not replace qualified electrical inspection. Keep required working space accessible and escalate...

5. Mechanical rooms, plant equipment, pressure, energy isolation, guarding, and maintenance safety

25

Inspect mechanical rooms, pump rooms, boiler areas, HVAC plant, generator rooms, compressor spaces, and utility zones for safe access, housekeeping, leaks, damage, and abnormal operating condition.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Plant rooms combine moving machinery, stored energy, heat, pressure, electrical equipment, chemicals, and restricted access. Audit both equipment condition...

26

Check guards, covers, barriers, rotating-equipment protection, access panels, belt or coupling guards, and other safeguards for secure condition where provided.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Plant rooms combine moving machinery, stored energy, heat, pressure, electrical equipment, chemicals, and restricted access. Audit both equipment condition...

27

Confirm isolation points, shutdown controls, equipment labels, lockout or tagout provisions, and safe maintenance access are identifiable where energy-control procedures apply.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Plant rooms combine moving machinery, stored energy, heat, pressure, electrical equipment, chemicals, and restricted access. Audit both equipment condition...

28

Inspect pipes, valves, pressure equipment, hot surfaces, steam systems, compressed-air systems, fuels, refrigerants, and other utility hazards for obvious leaks, damage, missing insulation, or uncontrolled exposure.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Plant rooms combine moving machinery, stored energy, heat, pressure, electrical equipment, chemicals, and restricted access. Audit both equipment condition...

29

Verify maintenance tools, removed guards, open panels, temporary hoses, cords, parts, and work-in-progress do not leave uncontrolled hazards when technicians are absent.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Plant rooms combine moving machinery, stored energy, heat, pressure, electrical equipment, chemicals, and restricted access. Audit both equipment condition...

30

Escalate failed safeguards, severe leaks, unstable equipment, abnormal vibration, overheating, pressure hazards, or other plant conditions requiring shutdown, restriction, or specialist review.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Plant rooms combine moving machinery, stored energy, heat, pressure, electrical equipment, chemicals, and restricted access. Audit both equipment condition...

6. Hazardous materials, cleaning chemicals, fuels, compressed gases, labeling, storage, and spill controls

31

Confirm cleaning chemicals, maintenance products, paints, fuels, oils, refrigerants, gases, and other hazardous materials are identified and stored in approved areas.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Use the property's current hazard-communication and chemical-safety requirements. Verify labels, safe storage, SDS access where required, spill response,...

32

Verify containers are correctly labeled and unmarked bottles, food containers, damaged containers, or uncontrolled decanted chemicals are not in use.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Use the property's current hazard-communication and chemical-safety requirements. Verify labels, safe storage, SDS access where required, spill response,...

33

Check current SDS information, product instructions, required PPE, emergency information, and safe-use guidance are available to affected personnel where required.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Use the property's current hazard-communication and chemical-safety requirements. Verify labels, safe storage, SDS access where required, spill response,...

34

Inspect storage for closed containers, stable shelving, incompatible-material segregation, ventilation needs, spill containment, ignition control, and access restrictions as applicable.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Use the property's current hazard-communication and chemical-safety requirements. Verify labels, safe storage, SDS access where required, spill response,...

35

Confirm compressed-gas cylinders are stored and secured according to site requirements and damaged, leaking, or uncontrolled cylinders are escalated.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Use the property's current hazard-communication and chemical-safety requirements. Verify labels, safe storage, SDS access where required, spill response,...

36

Verify spill kits, drainage protection, waste handling, emergency contacts, and response procedures are appropriate to the hazardous materials present in the property.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Use the property's current hazard-communication and chemical-safety requirements. Verify labels, safe storage, SDS access where required, spill response,...

7. Ladders, roof access, elevated work, platforms, fall hazards, and restricted-area controls

37

Inspect portable ladders provided for property work for damage, missing feet, cracked rails, defective rungs, contamination, unauthorized repair, or unsuitable condition.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Property maintenance often requires access above normal floor level. Audit the condition and control of ladders, roof routes, openings, guardrails, platforms, and...

38

Check fixed ladders, roof-access ladders, hatches, roof routes, platforms, mezzanines, catwalks, guardrails, and access points for secure condition and visible deterioration.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Property maintenance often requires access above normal floor level. Audit the condition and control of ladders, roof routes, openings, guardrails, platforms, and...

39

Confirm floor openings, roof openings, edges, pits, service voids, temporary openings, and elevated maintenance areas are protected according to the site's applicable fall-protection requirements.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Property maintenance often requires access above normal floor level. Audit the condition and control of ladders, roof routes, openings, guardrails, platforms, and...

40

Verify access to roofs, elevated plant, restricted technical areas, and other higher-risk spaces is controlled to authorized personnel.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Property maintenance often requires access above normal floor level. Audit the condition and control of ladders, roof routes, openings, guardrails, platforms, and...

41

Check contractors performing work at height use the required permits, access equipment, fall-protection systems, barricades, exclusion zones, and competent supervision where applicable.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Property maintenance often requires access above normal floor level. Audit the condition and control of ladders, roof routes, openings, guardrails, platforms, and...

42

Escalate damaged ladders, missing guardrails, unsafe roof access, unprotected openings, unstable platforms, or other serious fall hazards immediately.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Property maintenance often requires access above normal floor level. Audit the condition and control of ladders, roof routes, openings, guardrails, platforms, and...

8. Emergency preparedness, alarms, first aid, evacuation, severe weather, and incident readiness

43

Confirm an emergency action plan or equivalent property emergency plan is current and addresses reasonably expected emergencies applicable to the site.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Emergency arrangements should match the hazards reasonably expected at the property. Check that plans, alarms, roles, contacts, assembly arrangements, and...

44

Verify procedures cover emergency reporting, evacuation or shelter actions, accountability, critical operations, rescue or medical duties where assigned, and emergency contacts as applicable.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Emergency arrangements should match the hazards reasonably expected at the property. Check that plans, alarms, roles, contacts, assembly arrangements, and...

45

Check alarm or notification arrangements, emergency contact lists, assembly or muster information, evacuation maps, and occupant instructions are current and accessible.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Emergency arrangements should match the hazards reasonably expected at the property. Check that plans, alarms, roles, contacts, assembly arrangements, and...

46

Inspect first-aid supplies, AEDs where provided, emergency communication devices, eyewash or shower units where required, spill-response equipment, and other designated emergency resources for serviceability.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Emergency arrangements should match the hazards reasonably expected at the property. Check that plans, alarms, roles, contacts, assembly arrangements, and...

47

Confirm emergency drills, alarm tests, evacuation exercises, severe-weather reviews, or other preparedness activities are completed and corrective findings are tracked where required.

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Emergency arrangements should match the hazards reasonably expected at the property. Check that plans, alarms, roles, contacts, assembly arrangements, and...

48

Review whether property changes, construction, tenant changes, blocked routes, new hazards, altered occupancy, or temporary work require updates to emergency arrangements.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Emergency arrangements should match the hazards reasonably expected at the property. Check that plans, alarms, roles, contacts, assembly arrangements, and...

9. Contractor safety, permits, public and occupant protection, security interfaces, and temporary work

49

Confirm contractors receive site safety rules, emergency information, access requirements, reporting expectations, restricted-area controls, and task-specific requirements before work begins.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Facilities risk often increases during contractor work and temporary changes. Audit how the property controls permits, isolation, barricades, hot work, access,...

50

Verify permits or approvals for hot work, confined-space entry, electrical work, isolation, excavation, roof work, work at height, fire-system impairment, or other controlled activities are used where applicable.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Facilities risk often increases during contractor work and temporary changes. Audit how the property controls permits, isolation, barricades, hot work, access,...

51

Inspect contractor work zones for barricades, signage, housekeeping, safe material storage, cords and hoses, equipment security, public separation, and safe access around the activity.

CRITICAL

SAFETY

Conforming

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Facilities risk often increases during contractor work and temporary changes. Audit how the property controls permits, isolation, barricades, hot work, access,...

52

Confirm temporary shutdowns, bypasses, disabled alarms, isolated fire systems, open panels, floor openings, scaffolds, or temporary routes are documented and managed with appropriate interim safeguards.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Facilities risk often increases during contractor work and temporary changes. Audit how the property controls permits, isolation, barricades, hot work, access,...

53

Check security and safety controls do not conflict with emergency egress, emergency-service access, tenant access, or safe maintenance routes.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Facilities risk often increases during contractor work and temporary changes. Audit how the property controls permits, isolation, barricades, hot work, access,...

54

Record repeated contractor safety issues, permit failures, poor housekeeping, unsafe temporary work, occupant complaints, or recurring supervision weaknesses for vendor-performance follow-up.

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Facilities risk often increases during contractor work and temporary changes. Audit how the property controls permits, isolation, barricades, hot work, access,...

10. Safety findings, corrective actions, verification, incident trends, management review, and sign-off

55

Classify each finding by walking surface, fire or egress, electrical, mechanical, chemical, work at height, emergency readiness, contractor, public-area, security, or other approved safety category.

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Close safety findings with evidence. Critical hazards need immediate control, while recurring lower-level findings should still be trended so chronic property risks...

56

Prioritize findings using severity, likelihood, exposure, occupancy, asset criticality, regulatory significance, and the need for immediate restriction or interim control.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Close safety findings with evidence. Critical hazards need immediate control, while recurring lower-level findings should still be trended so chronic property risks...

57

Assign corrective actions, work orders, specialist inspections, contractor actions, emergency-plan changes, training, or procedural improvements to named owners with due dates.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Close safety findings with evidence. Critical hazards need immediate control, while recurring lower-level findings should still be trended so chronic property risks...

58

Verify significant corrective actions through reinspection, live photos, work-order evidence, testing, specialist sign-off, drill results, or other objective proof before closure.

CRITICAL

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Close safety findings with evidence. Critical hazards need immediate control, while recurring lower-level findings should still be trended so chronic property risks...

59

Trend recurring hazards, incidents, near misses, repeated audit findings, overdue actions, contractor issues, electrical concerns, egress problems, and fall hazards for preventive improvement.

SAFETY

Safety item	Finding / status	Owner	Evidence	Action
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Execution tip: Close safety findings with evidence. Critical hazards need immediate control, while recurring lower-level findings should still be trended so chronic property risks...

60

Record final audit status, critical open risks, restricted areas, overdue actions, required specialist reviews, next audit date, lead auditor, facilities owner, safety owner, and management approval.

CRITICAL

SAFETY

FINAL STATUS | Enter

FACILITIES OWNER | Enter

SAFETY APPROVAL | Enter

Execution tip: Close safety findings with evidence. Critical hazards need immediate control, while recurring lower-level findings should still be trended so chronic property risks...