

# SEATTLE UNIVERSITY CHEMISTRY DEPARTMENT

## LAB INSPECTION FORM

*(revised by Safety Committee, October 2018)*

Room: \_\_\_\_\_ Date: \_\_\_\_\_ Name of Inspector: \_\_\_\_\_

**1. Laboratory Housekeeping:**

Aisles and exits are clear and unobstructed	Y N
Floors are clean and dry	Y N
Bench tops and sinks are clean	Y N
Absence of food/drink in the laboratory	Y N
Absence of food/drink in the refrigerator	Y N
Handwashing soap & towels present	Y N
Broken glass container present	Y N
Dustpan and hand-broom present	Y N
Dish soap squirt bottles present	Y N
Lost and found container present (teaching labs)	Y N

**2. Personal Protective Equipment:**

Extra goggles / eyewear present	Y N
Extra lab coat present	Y N
Disposable gloves present	Y N

If students are present, are they wearing goggles, lab coats and shoes covering entire foot Y N

**3. Signs, Labels and Safety Documents:**

Emergency equipment marked with visible signs	Y N
Public Safety Emergency Guide present	Y N
Emergency phone numbers posted	Y N
Hazard rating guidelines present	Y N
SDS sheets are present	Y N
Emergency Evacuation Route posted	Y N

**4. Emergency & Safety Equipment:**

Spill kits present	Y N
Eye-wash inspection date _____	
Safety shower inspection date _____	
Fire extinguisher inspection date _____	

**5. Fume Hoods:**

Last hood inspection (write date & face velocity in fpm)

Hood 1: \_\_\_\_\_  
 Hood 2: \_\_\_\_\_  
 Hood 3: \_\_\_\_\_  
 Hood 4: \_\_\_\_\_  
 Hood 5: \_\_\_\_\_

Absence of chemicals stored in hoods	Y N
Chemicals and equipment are 6" from the sash	Y N
Sash glass is clean	Y N

Under the hood cabinet problems? (describe below)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. Chemicals & Waste:**

Chemicals stored by compatibility/hazard class	Y N
Chemicals stored in secondary containers	Y N
Proper labels on secondary containers	Y N
Mineral acids stored separate from organic acids	Y N
Nitric acid stored in its own secondary container	Y N
Absence of flammable reagents > 1 L on benches	Y N
Absence of mercury thermometers in lab	Y N
Waste collected in proper containers	Y N
Waste bottles properly labeled	Y N
Waste bottles in secondary containers	Y N
All containers of liquids capped (unless in use)	Y N

**7. Electrical Hazards & Hardware:**

Cords on electrical equipment in good condition	Y N
Electrical receptacles working properly	Y N
Extension cord use minimized	Y N

**8. Gas Cylinders:**

Any gas cylinders present in laboratory	Y N
Cylinders properly restrained, labeled, capped	Y N

**9. Physical Plant:**

Leaky faucets	Y N
Unexplained odors	Y N
Dirty /damaged floors	Y N
Damaged ceiling tiles	Y N
Windows & blinds damaged	Y N
Window sills need cleaning/decluttering	Y N
Light bulbs need replacement	Y N
Malfunctioning doors closers	Y N

**10. Any Other Concerns in this Lab? (write below)**

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 \_\_\_\_\_  
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