

**SAFETY AND MAINTENANCE ASSESSMENT
BUILDINGS - GENERAL**

LIGHTING AND ELECTRICAL				
	Yes	No	N/A	Comments
Parking lots, walkways, stairs and entries/exits well lit				
Emergency lighting system is operational				
All light fixtures have covers (i.e., no bare bulbs)				
Responsibility assigned to check operation and maintenance of lighting system				
Responsibility assigned for assuring lights are on at night during events				
Extension cords are not used for permanent wiring				
Electrical cords are free from splices/cuts, cracks, broken plugs and have no exposed conductors				
Ground fault circuit protection (GFCI) for outlets are away from water sources and not used for exterior outlets				
Exterior electrical equipment rated for outdoor use				
Be sure circuits are not overloaded with power strips				
Electrical equipment is clean and working properly				
Equipment is properly grounded, and kept proper distance from combustibles (paper, cardboard, or combustible liquids)				
Adequate ventilation around equipment				
Outlets and switches have protective face plates				
Minimum 3' clear area provided in front of electrical panels				

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	Yes	No	N/A	Comments
Have there been any issues with fuses blowing or circuit breakers tripping?				
Electrical work performed by licensed and insured contractors only				

Assessment Completed By: _____

Date: _____