Office Safety Inspection Checklist: Monthly Walk-Round

Frequency	Completed by	Approved by	The checklist
Monthly	Office manager or safety representative	Employer's representative or OHS professional	37 checks · 6 sections

INSPECTION DETAILS

Company / office: .....

Floor or area inspected: .....

Premises: .....

Number of people normally working in the area: ...

Date and time: .....

Floors, walkways and stairs

1.	Floors and floor coverings are sound and level, with no holes, loose tiles or lifted edges Look at carpet tiles and joints, door thresholds, floor box covers and mats. Ref.: [1] [3] [12] [17]	◯ Pass ◯ Fail ◯ N/A
2.	Walkways, corridors and the space between desks are free of boxes, deliveries and other obstructions Ref.: [1] [3] [8] [12] [17]	◯ Pass ◯ Fail ◯ N/A
3.	No leads or cables trail across walkways or under desks where feet can catch them Cables that have to cross a route are covered or rerouted. Also check that cables are not trapped under furniture. Ref.: [12] [17] [16]	◯ Pass ◯ Fail ◯ N/A
4.	Floors are dry; spills in the kitchen, at water dispensers and at entrances are cleaned up straight away Ref.: [1] [3] [17]	◯ Pass ◯ Fail ◯ N/A
5.	Stairs are sound and clear, and have a secure handrail Nothing is stored on steps or landings. Mark N/A if the area has no stairs. Ref.: [1] [12] [14]	◯ Pass ◯ Fail ◯ N/A

6.	Work areas, corridors and stairs are well lit, with no failed lamps Ref.: [1] [12] [14] [17]	◯ Pass ◯ Fail ◯ N/A
7.	Glass doors and glass partitions are marked so that they can be seen, and the glass is undamaged Mark N/A if there are no glass doors or partitions. Ref.: [1] [12] [14]	◯ Pass ◯ Fail ◯ N/A

Electrical equipment

8.	Leads and plugs are undamaged: no cuts, fraying, taped joints, bent pins or coloured wires showing at the plug CRITICAL Check with the equipment unplugged. Unplug and label anything defective until a competent person has repaired it. Ref.: [16] [11] [10]	◯ Pass ◯ Fail ◯ N/A
9.	Plugs, sockets, leads and equipment show no burn marks, staining or discolouration CRITICAL These are signs of overheating. Ref.: [16] [17]	◯ Pass ◯ Fail ◯ N/A
10.	Sockets, switches and their cover plates are intact and firmly fixed, with no live parts exposed CRITICAL In a rented office, report damage to the building installation to the landlord and keep people away from it until it is made safe. Ref.: [1] [10] [17]	◯ Pass ◯ Fail ◯ N/A
11.	Extension leads are not used in place of fixed wiring and do not run through doorways, walls, ceilings or under furniture Where a desk needs a permanent supply, ask for a fixed socket. Ref.: [10] [16]	◯ Pass ◯ Fail ◯ N/A
12.	The space in front of electrical panels is clear and is not used for storage Circuits are labelled at the panel so that the right one can be switched off. Ref.: [9]	◯ Pass ◯ Fail ◯ N/A
13.	The main and sub-distribution panels are fitted with a residual current device Required in Türkiye by Annex 1, item 8 of the workplace buildings regulation. In a shared building, ask the landlord. Do not open panels yourself. Ref.: [1]	◯ Pass ◯ Fail ◯ N/A
14.	Kettles, heaters, fans, chargers and other appliances in use, including those staff have brought in, are included in the office's electrical checks Ref.: [16] [17]	◯ Pass ◯ Fail ◯ N/A

Fire and emergency

15.	Escape routes and the area in front of and behind every emergency exit are free of furniture, boxes and stored items **CRITICAL** Ref.: [1] [5]	◯ Pass ◯ Fail ◯ N/A
16.	Emergency exit doors are not locked or fastened and open easily from the inside without a key **CRITICAL** Try each door. Ref.: [1] [4]	◯ Pass ◯ Fail ◯ N/A
17.	Exit signs are in place and visible, and escape routes are lit, with emergency lighting in working order where it is fitted Ref.: [1] [5] [12]	◯ Pass ◯ Fail ◯ N/A
18.	Fire extinguishers are in their places, visible, signed and easy to reach, with nothing in front of them Check the service label is in date. US: extinguishers are visually inspected monthly (OSHA 1910.157(e)(2)). Ref.: [1] [7]	◯ Pass ◯ Fail ◯ N/A
19.	Fire alarm call points, sounders and detectors are not covered, damaged or blocked Mark N/A if the office has no alarm system. Ref.: [1] [5]	◯ Pass ◯ Fail ◯ N/A
20.	Waste paper, cardboard and packaging do not build up; they go into bins that are emptied regularly Look in store rooms, print areas and under desks. Ref.: [12] [8] [14]	◯ Pass ◯ Fail ◯ N/A
21.	The first aid kit is in its place and signed, and emergency phone numbers are displayed Ref.: [1]	◯ Pass ◯ Fail ◯ N/A

Storage and shelving

22.	Shelving units, cabinets and stacked boxes are stable and are not overloaded or leaning Push tall units gently to check that they do not rock. Ref.: [1] [8]	◯ Pass ◯ Fail ◯ N/A
23.	Heavy items are kept on lower shelves; high shelves hold light objects only A trolley is available for boxes of paper and other heavy deliveries. Ref.: [17] [8]	◯ Pass ◯ Fail ◯ N/A
24.	A stepladder or step stool in good condition is available for reaching high shelves, so that nobody stands on a chair Ref.: [17]	◯ Pass ◯ Fail ◯ N/A

25.	Cleaning chemicals are kept in a locked cupboard Ref.: [17]	◯ Pass ◯ Fail ◯ N/A

Workstations, air and welfare

26.	Each person has enough free space to move at their desk and to leave it quickly UK guidance (INDG244): at least 11 cubic metres of room volume per person, counting any ceiling height over 3.0 m as 3.0 m. Ref.: [1] [12] [14]	◯ Pass ◯ Fail ◯ N/A
27.	Screen workstations have been assessed, and chairs are stable with a working height and backrest adjustment New starters and people who have moved desks are included. A footrest is provided for anyone who asks for one. Ref.: [2] [13] [12]	◯ Pass ◯ Fail ◯ N/A
28.	Windows have working adjustable blinds, so that sunlight does not cause glare on screens Ref.: [2] [1] [13] [17]	◯ Pass ◯ Fail ◯ N/A
29.	The temperature is comfortable for seated work, and heaters and air conditioners are positioned so that they do not disturb people or create a hazard UK guidance: normally at least 16 °C in offices; there is no legal maximum, but heat must be assessed like any other hazard. Ref.: [1] [12] [14] [15]	◯ Pass ◯ Fail ◯ N/A
30.	The office has enough fresh air; where mechanical ventilation is fitted, it is working and has been maintained Türkiye: maintenance and filter changes of ventilation systems are done yearly by authorised persons (Annex 1, item 17). Ask for the last service record. Ref.: [1] [12] [14]	◯ Pass ◯ Fail ◯ N/A
31.	Toilets and washbasins are clean, lit and ventilated, with running water, soap and a means of drying hands Ref.: [1] [6] [12]	◯ Pass ◯ Fail ◯ N/A
32.	Drinking water is available and easy to reach Ref.: [6] [12] [14]	◯ Pass ◯ Fail ◯ N/A
33.	The kitchen or eating area is clean, and food waste bins are emptied every working day Ref.: [1] [6] [12] [14]	◯ Pass ◯ Fail ◯ N/A
34.	The office, its furniture and its fittings are cleaned regularly Ref.: [1] [6] [3] [12]	◯ Pass ◯ Fail ◯ N/A

Result

35.	Every defect found has been reported to the person who can fix it, with a date agreed In a shared building, report defects in common areas to the landlord in writing. Ref.: [1] [3] [12]	◯ Yes ◯ No ◯ N/A
36.	If a critical check failed, it was dealt with at once: the exit was cleared, the faulty equipment was taken out of use, or the area was cordoned off CRITICAL Ref.: [11] [3] [16] [1]	◯ Yes ◯ No ◯ N/A
37.	Notes, defects and actions agreed	Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Inspected by		Approved by	
Name:	.....	Name:	.....
Signature:	.....	Signature:	.....
Date:	.....	Date:	.....

Legal basis and references

[1] Türkiye: İşyeri Bina ve Eklentilerinde Alınacak Sağlık ve Güvenlik Önlemlerine İlişkin Yönetmelik (Resmî Gazete, 17.07.2013, 28710) — Article 5 (employer's duties: maintenance, cleaning, records, exits always usable); Annex 1 items 4 and 8 (electrical installation, residual current device), 10 (escape routes and emergency exits), 11–13 (fire equipment), 15–19 (ventilation, thermal comfort), 21–24 (sunlight, lighting), 26 (floors), 29 and 35 (glass partitions and doors), 36 and 41 (routes, stairs), 44–45 (space), 48 (eating area), 55 (toilets and washbasins), 60 (first aid).

[2] Türkiye: Ekranlı Araçlarla Çalışmalarda Sağlık ve Güvenlik Önlemleri Hakkında Yönetmelik (Resmî Gazete, 16.04.2013, 28620) — Article 5 (risk assessment of screen work); Article 9 (eye examinations); Annex 1 (minimum requirements for screen, keyboard, desk, chair and environment, including adjustable blinds).

[3] United States: OSHA 29 CFR 1910.22, Walking-working surfaces: General requirements — (a)(1)–(3) clean, orderly, dry floors free of hazards; (d)(1) surfaces inspected regularly and as necessary; (d)(2) hazardous conditions corrected or guarded before use.

[4] United States: OSHA 29 CFR 1910.36, Design and construction requirements for exit routes — (d)(1) exit route doors can be opened from the inside at all times without keys, tools or special knowledge.

[5] United States: OSHA 29 CFR 1910.37, Maintenance, safeguards, and operational features for exit routes — (a)(3) exit routes free and unobstructed; (a)(4) safeguards in working order; (b)(1)–(2) lighting and exit signs; (e) employee alarm system operable.

[6] United States: OSHA 29 CFR 1910.141, Sanitation — (a)(3) housekeeping; (b)(1) potable water; (c)(1) toilet facilities (Table J-1); (d)(2) lavatories with running water, soap and towels; (g)(3) waste food receptacles emptied each working day.

[7] United States: OSHA 29 CFR 1910.157, Portable fire extinguishers — (c)(1) mounted, located and identified so that they are readily accessible; (c)(4) charged, operable and in their designated places; (e)(2) monthly visual inspection.

[8] United States: OSHA 29 CFR 1910.176, Handling materials – general — (a) aisles and passageways kept clear; (b) storage must not create a hazard, stacks stable; (c) storage areas free of accumulated materials that create tripping or fire hazards.

[9] United States: OSHA 29 CFR 1910.303, Electrical: General — (g)(1) access and working space about electric equipment, not used for storage; (f)(2) circuits legibly marked.

[10] United States: OSHA 29 CFR 1910.305, Wiring methods, components, and equipment for general use — (b)(2)(i) covers on boxes and fittings; (g)(1)(iv) flexible cords not used as a substitute for fixed wiring or run through walls, ceilings, floors, doorways or windows; (g)(2)(ii) no splices or taps.

[11] United States: OSHA 29 CFR 1910.334, Use of equipment — (a)(2)(i) visual inspection of cord- and plug-connected equipment and extension cords; (a)(2)(ii) defective items removed from service until repaired and tested.

[12] United Kingdom: The Workplace (Health, Safety and Welfare) Regulations 1992 (S.I. 1992/3004) — Regulations 5 (maintenance), 6 (ventilation), 7 (temperature), 8 (lighting), 9 (cleanliness and waste), 10 (space), 11 (workstations and seating), 12 (floors and traffic routes), 14 (glazing), 20–22 (toilets, washing, drinking water), 25 (rest and meals).

[13] United Kingdom: The Health and Safety (Display Screen Equipment) Regulations 1992 (S.I. 1992/2792) — Regulation 2 (analysis of workstations); Schedule (minimum requirements for chair, desk, screen and environment, including adjustable window coverings).

[14] United Kingdom: HSE INDG244(rev2), Workplace health, safety and welfare: A short guide for managers — Ventilation, temperature (normally at least 16 °C for sedentary work), lighting, cleanliness, room space (11 cubic metres per person), floors and stairs, glazing, toilets, drinking water, rest and meals.

[15] United Kingdom: HSE, Temperature in the workplace: What the law says — The Approved Code of Practice suggests a minimum of 16 °C indoors (13 °C for rigorous physical work); there is no maximum temperature.

[16] United Kingdom: HSE INDG236(rev3), Maintaining portable electric equipment in low-risk environments — User checks (lead, plug, casing, signs of overheating, trapped cables); faulty equipment removed from use without delay; Table 1 suggested intervals for inspection and testing.

[17] United Kingdom: HSE, Example risk assessment for an office-based business (11/19) — Controls for slips and trips, manual handling, display screen equipment, working at height, electrical, fire and lone working in an office.

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