DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLES SAFETY INSPECTION CHECKLIST

Office Name	
0.000	
Office Address	

Date of Inspection

INTERIOR	Satisfactory?			Date corrective Action
Description	Y	N	If No, Corrective Action Needed	Completed
Public areas clean and well illuminated				
All rest rooms clean and maintained				
Carpeting is smooth and free of tears and rips				
Doormats are flat, slip-resistant and clean				
Stairwells are clean, illuminated and unobstructed				
Handrails are present and secure				
Changes in interior floor level marked				
Emergency lighting is operational				
Aisles are clear and unobstructed				
Halls kept clear of equipment and supplies				
Emergency exits clearly marked				
Fire extinguishers accessible and fully charged				
Bookcases and shelves not overloaded and secure				
Electrical outlets not overloaded				
Chairs in good condition				
Chemical products properly used and stored				
Step stools and ladders safe and used properly				
Unobstructed air movement and vents				
No tripping hazards in evidence				
Electrical cords in good condition				
Paper cutter/shredder guarded properly				
Floors dry not slippery				
Emergency phone numbers clearly posted				

EXTERIOR

Parking lot in good repair		
Sidewalks level and obstruction free		
Sidewalks, stairs and parking areas well lighted		
Snow and ice removed (seasonal)		
Steps have non-slip surface		
Handrails present and secure		
Water drains adequately in parking lot		

Inspection performed by