

# Okanagan College Inspection

## E & L Building

January 2015

Location/Room	Description	Hazard Level	Action	Status
Library	Muster Stations not marked on Maps		Meet with Facilities April 14	Part of Campus Plan
Library Restrooms	Dark and Dirty		Check Light Levels	See Bathroom Inspection List
Library Tech Service.	Long Extension Cord from post to cubicle about 30'			Spoke to occupant
Outdoor Areas of Library	Burnt Out lights in entrance hall, elevator dark		Lights replaced by FM	Complete
International E119	Book Shelves, Exits space from E119			Spoke to occupant
International	Missing pop up cones x 2		W101120-071615	Initiated
International	No Muster Stations marked on map.		To be discussed with Facilities	Part of Campus Plan
Ed Tech	Non approved heater under desk.		Meeting with facilities to discuss. CH	FM to update website with requirements
L101G	Shared Kitchen has coffee pot without auto shut off.		Small appliance Policy required	
IT Services	No Surge Protectors? Face plate off. 6 non approved space heaters.		Small appliance policy required. Non approved space heaters to be removed	CH discussed with area Mgr.
IT Services	Insufficient space egress from Rick's help desk.		Ensure 30" clearance	CH discussed with area Mgr.
IT Services	Storage Rooms have heavy stuff on top shelves.		Discussion with area Mgr CH	
IT Services	Bathrooms are dirty and have no clipboards.		Bathroom investigation on going	See bathroom Inspection list
IT Services Kitchen Area	Coffee Pot without Auto Shut off.		Small appliance policy required.	CH discussed with area Mgr.
Print Shop	Smells of Toner and Ozone., Automatic Cutters.	M	Previously verified with area Mgr (check w Drew)	On going

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Print Shop	Restrooms do not have clipboard.		See bathroom Report	On going
E2 B219	Office completely jammed with stuff.		Discussed with Occupant	
E2 217A	Non Approved cord		Discussion with FM	
E2 214	Outlets Obstructed		Discussion with area Mgr	
E2	No Muster Station listed on maps.	H		Part of Campus Plan
E2 Business	Several unauthorized extension cords. Non approved heater in general area. Restrooms need clipboards		Small appliance policy required. Remove non approved heaters. See Bathroom Report.	Discussed with FM
E2 Offices	Most offices have book shelves not attached to wall.			Discussion with occupant
E3 Washrooms	Need clipboards with history of cleaning.		FM discussion See Bathroom Report	Discussion with Facilities
E4 411 & 412	Not 30" clearance between book shelf, door, and desk.			Discussion with occupant
E4 407A	Boxes on high shelves, no step stool.			Discussion with occupant
E4 407,408,418	Book Shelves. 407 & 408 have cords hanging. 418 Non approved space heater		Small appliance policy required.	Discussion with FM
E4 407	Coat hooks mounted right behind chairs, possible hazard to anyone leaning back.	M	W/R for removal W125406-041715	Complete
E4 409, 420	Non approved extension cords.			Discussion with FM
E4	Muster Stations not on map.			Discussion with Facilities.
E5 H.R.	No surge protector on toaster, microwave and shredder. Non approved extension cord used on heater.			Discussion with Facilities.

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Location/Room	Description	Hazard Level	Action Taken	Status
E5 Finance	Boxes stored above shoulder height Book shelves ion 505B, C, and E. Wooden filing cabinet with both drawers open at once.		Boxes removed Filing cabinet replaced	Complete
E5 Finance	Electric blanket in office turned on?		Small appliance policy required.	
E5 PA	Check clearance between desks and wall for egress.		Office reconfigured	Complete
E5 PA	Several book shelves in offices, and storage room are not secured to wall.			Discussion with area Mgr
E5 PA	Non approved space heaters.		Small appliance policy required.	