



Quarterly Building Inspection Procedures

As a building coordinator you have a responsibility to faculty, staff, students, and guests to make sure the building is safe for all occupants and visitors. The inspection process begins outside the building and covers the entirety of the building and surrounding grounds.

The inspection categories are broad so as to address the needs of all buildings on campus. Areas that do not pertain to your building may be marked N/A. If you have an area that does pertain to your building but needs to be marked N/A for another reason, please explain in the comments section.

The purpose of the quarterly building inspection is to identify hazards in or around buildings on the Southeastern Louisiana University Campus. These inspections are required as part of our responsibility by the Louisiana State Office of Risk Management.

The following are procedures for building inspections:

- The Environmental Health & Safety Office will notify each building coordinator and appointed inspector(s) when the inspections are due each quarter. The quarterly inspections are done in January, April, July, and October.
- Designate a person to complete the building inspection. More than one person may be designated for multistory buildings.
- Contact the Environmental Health & Safety office for initial training of inspector(s).
- Using the Building Inspection Quarterly Checklist, inspect the entire interior and exterior of the building to include closets and storage areas.
- If broken items are found that require immediate repair (broken windows, emergency lights, fire alarm pulls, etc.), send a “service request” to Physical Plant for correction and list in the reported findings section. For items marked “No” that do not require immediate repair (cracked sidewalks, environmental issues, etc.) list the issues in the reported findings section and they will be risk assessed by the Environmental Health and Safety department and scheduled for correction as needed.
- Keep a copy of the inspection on file, post a copy on your safety board, and send a copy to the Environmental Health & Safety office.

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