

Appendix A, Section 0160

**THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO  
FLOOR INSPECTION MONTHLY CHECKLIST**

Date: \_\_\_\_\_  
 Inspected by: \_\_\_\_\_ Responsible Personnel: \_\_\_\_\_  
 Department: \_\_\_\_\_ Location: \_\_\_\_\_ Area: \_\_\_\_\_

**General:**

Slips and falls are likely sources of workplace injuries. These injuries can and do occur when employees fall from open sided floors, fall through openings, as well as, slips and trips from improper floor surfaces. Floors must be properly designed and maintained to minimize the risk of employee falls.

**Note:** Inspection checklists cannot possible cover all the items and situations which may be encountered in the workplace. Thus, this sheet can only serve as a guide. Refer to the References on Page 5 for more information and details as well as other reference sources.

No.	INSPECTION ITEM	YES	NO	COMMENTS
	<b>HOUSEKEEPING</b>			
1	All workplaces, passageways, storerooms, and service rooms are clean and orderly and in a sanitary condition.			
2	Floors maintained clean and dry as possible with proper drainage, platforms, mats, provided for wet surfaces.			
3	Floors free from protruding nails, bolts, splinters, holes, or loose boards.			
	<b>AISLES AND PASSAGEWAYS</b>			
4	When mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, loading docks, doorways, and for turns.			
5	Permanent aisles and passageways appropriately marked and kept clean.			
6	Covers and guardrails provided for open pits, tanks, vats, ditches, etc.			
	<b>FLOOR LOADING PROTECTION</b>			
7	The loads approved by the building official shall be marked on plates conspicuously placed and properly maintained.			
8	No load placed on any floor, roof, or other structure greater than that approved by the building official.			
	<b>GUARDING FLOOR OPENINGS AND HOLES Protection for floor openings (twelve inches or more in least dimension)</b>			
9	Stairway floor openings guarded with standard railings.			
10	Every ladderway opening or platform guarded by a standard railing and toeboard on all exposed sides.			
11	Entrance guarded with a swinging gate or offset to prevent walking directly into the opening.			
12	Hatchways and chute openings guarded by hinged floor cover (guarded when open) or removable railings with toeboards.			
13	Skylight floor openings and holes guarded by standard screens or railings.			
14	Pits and trap door opening guarded by covers.			
15	Manhole openings guarded by a standard cover. When cover is removed and the opening not guarded, a person shall constantly guard the hazard.			
16	Temporary opening guarded or a person in constant attendance.			
17	Floor holes (less than twelve inches, more than one inch) guarded by			

	standard railings and toeboards or cover.															
18	Floor holes with fixed machinery should be protected so there is no opening over one inch.															
19	Secure cover in place to prevent tools or materials from falling through.															
20	Platforms provided for doors and gates which open directly on stairways. Door swing shall not reduce the effective platform width to less than twenty inches.															
	<b>PROTECTION OF WALL OPENINGS (thirty inches high and eighteen inches wide)</b>															
21	Openings with drops of more than four feet guarded by rail, fence, barrier, etc.															
22	A grab handle provided on each side of Th. opening four feet above the floor.															
23	Guards for extension platforms.															
24	Chute wall openings guarded when there are drops over four feet.															
25	Window openings (drop over four feet and less than three feet above the platform) guarded by standard guards (grill/slats).															
26	Temporary wall openings guarded.															
27	Where materials can fall through wall holes, toeboards, or screens provided.															
	<b>OPEN-SIDED FLOORS, PLATFORMS, AND RUNWAYS</b>															
28	Guard with standard railing when four feet or more above floor or ground.															
29	Toeboard provided when above persons passing, moving machinery equipment with which falling materials could create a hazard. (i) more than 44 inches and less than 88 inches On each side. (ii) 88 inches or more On each side and in the middle.															
30	Runways four feet or more above the floor shall be guarded with standard railings.															
31	Special purpose runways (for oiling, etc.) (over eighteen inches wide) may be guarded on one side only when all other hazards are guarded against.															
32	Standard railings provided for all runways, floors, platforms, walkways, etc. above dangerous equipment (tanks, vats, etc.).															
	<b>STAIRWAYS RAILINGS AND GUARDS</b>															
33	For stairs with four or more risers protection is provided. <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><b>Stair Width</b></th> <th style="text-align: left;"><b>Protection</b></th> </tr> </thead> <tbody> <tr> <td>(i) less than 44 inches</td> <td>Handrail on right side descending for enclosed stairs.</td> </tr> <tr> <td>(ii) 44 inches</td> <td>On open side</td> </tr> <tr> <td>(iii) less than 44 inches</td> <td>Both sides when both sides open.</td> </tr> <tr> <td>(iv) more than 44 inches - less than 88 inches</td> <td>On each side</td> </tr> <tr> <td>(v) 88 inches or more</td> <td>On each side and in the middle</td> </tr> </tbody> </table>	<b>Stair Width</b>	<b>Protection</b>	(i) less than 44 inches	Handrail on right side descending for enclosed stairs.	(ii) 44 inches	On open side	(iii) less than 44 inches	Both sides when both sides open.	(iv) more than 44 inches - less than 88 inches	On each side	(v) 88 inches or more	On each side and in the middle			
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34	Winding stairs handrail prevents walking on tread width less than six inches.															
	<b>RAILINGS, TOEBOARDS, AND COVERS</b>															
35	Standard railings consist of top rail 42 inches high, intermediate rail and posts.															
36	Stair railings vertical height not more than 34 inches nor less than 30 inches.															

37	Wood railings (2 inches by 4 inches) with posts six feet or less apart.			
38	Pipe railings (1.5 inches diameter) with posts on 8 foot centers.			
39	Structural steel railings (2 inches x 2 inches x 3/8 inches) with posts on 8 foot centers.			
40	Anchoring capable of withstanding 200 pounds applied to top rail in any direction at any point on the rail.			
41	Toeboard (four inches vertical) 1/4 inch clearance from floor. More vertical protection provided when materials stacked above toeboard.			
42	Handrail attachments offer no obstruction, furnishes an adequate handhold and has no projection hazards.			
43	Height not more than 34 inches nor less than 30 inches.			
44	Handrails are two inches in diameter for wood, 1.5 inches diameter for pipe.			
45	Withstand 200 pound force.			
46	Handrails/railings have three inches clearance from any object.			
47	Wall opening's rails capable of withstanding 200 pound load.			
48	Wall opening grab handles are not less than twelve inches with three inches side clearance and can withstand 200 pound load.			
49	Wall opening screens can withstand 200 pound load.			
50	Gill work opening not more than eight inches.			
51	Slat work openings not more than four inches.			
52	Sky light screens are capable of withstanding a 200 pound load.			
53	Will not deflect to break glass.			
54	Grill work with opening			
55	Slat work with opening no more than two inches.			

**References:**

1. 29 CFR 1910.22 General Requirements for Walking-Working Surfaces
2. 29 CFR 1910.23 Guarding Floor and Wall Openings and Holes

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Submitted to: \_\_\_\_\_ Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_