

Risk Assessment — Sample Hazards Inspection Checklist

- Used for prioritizing the needs of equipment and supplies
- Used as an assessment tool for future budget plan
- Used to inform first responders (especially fire) about building condition
- Update information at least once a year

Sample Evaluation of Current Building Condition

BUILDING FACTORS	CONDITION/LOCATION	POSSIBLE HAZARDS
Where is the Building Situated?	Building is located at north end of Federal Complex, at the corner of 1 st Ave. and Main.	Holding pond, north of North Ave.
Surrounding Area	Other federal office buildings are located to the west and south. A large parking lot lies to the east. A road is north of the building—Route 66, located about 1/8 th mile north of the building.	Vulnerability to Hazmat incidents on Route 66. Risk of collateral effects of emergencies at nearby buildings.
Location of Records	Records are stored in decentralized file locations throughout the building.	One file station is in a basement, vulnerable to water drainage in a major storm or leak.
Security	Nine staff members have keys to the building.	Possible hazard. Lost or stolen keys present security risk.
Environmental Stability in the Building	One records area—the technical library and archives—is temperature- and humidity-controlled.	Minimal hazard
Structural Stability	Brick structure. Building was constructed in phases: 1942, 1950s, 1960s, and 1970s. Last addition, completed in 1973, includes the new front office areas.	Minimal hazard
Roof Type	Metal roof with tar and gravel covering. Library stack area roof is reinforced with special roofing materials.	Moderate. Older parts of the building are still vulnerable to roof leak around drains.
Drainage/Sprinkler System	Wet pipe sprinkler system	Minimal hazard
Fire Protection System	Fire alarms, sprinkler alarms activated by heat-sensing sprinkler heads. Fire extinguishers are present.	Minimal hazard
Hazardous Materials On Site or Near Site	Small amounts of paint and other substances are maintained in the dock in a locking cabinet.	Minimal hazard
Chemicals Stored on Site	Location/Amount	Possible hazards

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS: 4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://archives.ncdcr.gov>
Telephone (919) 814-6900
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823

Risk Assessment — Blank Hazards Inspection Checklist

BUILDING FACTORS	CONDITION/LOCATION	POSSIBLE HAZARDS
Where is the Building Situated?		
Surrounding Area		
Location of Records		
Security		
Environmental Stability in the Building		
Structural Stability		
Roof Type		
Drainage/Sprinkler System		
Fire Protection System		
Hazardous Materials On Site or Near Site		
Chemicals Stored on Site		

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