



Infant at Work Program

Desk Inspection Checklist

When completed:

1. Provide OHR (Kim Kenderesi) and the employee with a copy.
2. If corrections are needed by the employee, schedule a re-inspection once you are notified that the corrections have been completed.
3. If corrections are needed by Facilities, the employee must submit a Service Central request and attach the checklist.
4. Schedule a re-inspection once corrections have been completed by Facilities.

Employee Name	Building & Cubicle	Inspection Date	Inspector
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Check each item “Yes”, “No” or “N/A”

WORK ENVIRONMENT	YES	NO	N/A
1. Floors and aisles are free of obstacles and debris for a stroller?			
2. Are there any tripping hazards? (Edge of carpet tacked down, files, boxes, etc.)			
3. Power strips are used instead of extension cords?			
4. Are phone, electrical and computer wires secured and bundled and off the floor?			
WORK STATION	YES	NO	N/A
1. Housekeeping safe and acceptable? (cleanliness, excessive papers, etc.)			
2. Book shelves sturdy, not shaky and anchored to floor or wall?			
3. Is there room under the desk for a person to take cover with an infant?			
4. Is the employee emergency kit under the desk?			

List Action Required

Action Required – Describe each discrepancy listed on the inspection form and suggested actions needed to correct it.	Corrective Action Taken	Date Completed