**Department of Environmental Health & Safety**

**Occupational Health & Safety Office**

**321 Ryan Street,**

**Essex, Vermont 05452**

STAIRWAY INSPECTION CHECKLIST

* Include and submit checklist(s) to UVM Supervisor(s) and Occupational Health and Safety Office [ohso@uvm.edu](mailto:ohso@uvm.edu).
* If repairs are needed, IMMEDIATELY pull out of service, label “Do Not Use”, and notify your supervisor.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Number** | | **Description** | | | | |
| *Click here to enter text.* | | *Click here to enter text.* | | | | |
| **Department** | | **Building** | | | **Location** | |
| *Click here to enter text.* | | *Click here to enter text.* | | | *Click here to enter text.* | |
| **Inspection Completed By (Signature):** | | | | | | **Date:** |
| *Click here to enter text.*  Print Name | | *Click here to enter text.*  Email | | | | *Click here to enter text.*  Phone |
| **Stairway Type (select all that apply)** | | | | | | |
| Permanent | Temporary | | Standard | Other (specify):  *Click here to enter text.* | | |
| Spiral | Ship | | Alternating | *Click here to enter text.* | | |
| **Stairway Material (select all that apply)** | | | | | | |
| Fiberglass | Metal | | Wood | Other (specify):  *Click here to enter text.* | | |

| **Stairway Inspection Checklist** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Item** | **YES** | **NO** | **N/A** | **NEEDS REPAIR** |
| 1 | Stairways with four (4) or more stairs are equipped with stair rails or handrails. |  |  |  |  |
| 2 | Handrails are 30-34 inches above the stair treads |  |  |  |  |
| 3 | Stairways are at least 22 inches wide |  |  |  |  |
| 4 | Steps are uniform from top to bottom |  |  |  |  |
| 5 | Steps are slip resistant |  |  |  |  |
| 6 | Landing platforms are at least 22 inches by 30 inches. |  |  |  |  |
| 7 | Handrails have at least 3 inches open space from wall |  |  |  |  |
| 8 | Handrails can withstand a load of 200 pounds within 2 inches of the top edge |  |  |  |  |
| 9 | Stair exists that open into vehicle traffic have barriers and warning signs |  |  |  |  |
| 10 | Other (specify): *Click here to enter text.* |  |  |  |  |
| **Corrective Actions Taken** | |  |  |  |  |
| # *Enter here* | Describe:  *Click here to enter text.* | | | Date: *Click here to enter text.* | |
| # *Enter here* | Describe:  *Click here to enter text.* | | | Date: *Click here to enter text.* | |
| # *Enter here* | Describe:  *Click here to enter text.* | | | Date: *Click here to enter text.* | |
| # *Enter here* | Describe:  *Click here to enter text.* | | | Date: *Click here to enter text.* | |
| Other Comments:  *Click here to enter text.* | | | | | |