Honolulu Community College: Building Survey
Health & Safety Committee, Spring 2012

Date of Survey: ________________________      Bldg: _________________      Floor: _____________________
Surveyed by: _________________________________________________________________________________________
____________________________________________________________________________________________________

General Information:
1. Approximate number of HCC employees working in the area: ______________________________
2. Number of offices: ___________; Number of classrooms: ______________; Number of labs/shops: ________________________

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Emergency Exits:
3. Are they clearly marked with illuminated signs reading “EXIT”?
4. Are they accessible and free from obstructions?
5. Are they unlocked?
6. Are they operable? (Check for broken hinges, etc.)
7. Are signs reading “Not an Exit” posted on doorways that could be mistaken for emergency exits?

Evacuation Routes:
8. Is the evacuation route posted in each room?
9. In areas where the direction of travel to the exit is not obvious, are there arrows pointing to the direction of the nearest exit?

Evacuation Procedures:
10. Are the most current emergency procedures posted?
11. Are students informed of emergency procedures? (Please ask faculty/staff you meet while conducting the survey)

Please provide additional comments on the back. THANK YOU.