

Quarterly Inspection  
Salem Auditorium  
10/14/08

This quarterly inspection was done in lieu of the HQ Safety Committee meeting for October 2008. The following safety committee members participated in the inspection process:

Tim Gilbert  
Mike Wilson  
Frank Wallace  
Terry Sevey  
Terri Kroeker  
Robin Webb  
Kingsley Cheng

The safety committee members were accompanied by Gary Stewart, Custodial Services Coordinator and Doug McClellan, Facility Maintenance Specialist.

Here are the findings of the committee:

Electrical Room:

1. Housekeeping issues. Items placed in front of and around boilers and asbestos jacket need to be protected from damage. No items are to be stored around boilers.
2. Ladders leaning against door way to the outside need to be placed against a wall and secured.
3. Lack of backflow device on sink.
4. Flammable liquids need to be stored in flammable storage cabinets. Not on the shelf containing other chemicals.
5. Light over sink needs to have protective cover
6. Proper labeling of Electrical box
7. MSDS Book not up to date, need to correct and put in proper binder

North Wall outside Mens' Bathroom (Outside of Office) and through out facility

1. Several Receptacles incorrectly labeled with 30 AMP

Vendor Area (North side)

1. Electrical cords being used as permanent wiring
2. CO2 tanks not secured to wall

Vendor Area (West side)

1. CO2 tanks not secured to wall
2. Sink leaking water on floor

### Ladies Restroom (West side)

1. Receptacle in between sinks is loose

### Kitchen Area:

1. Open ground on Receptacle in foyer area of kitchen (west wall)
2. Heater in foyer area needs to have guard attached to blade area
3. Need a GFCI Receptacle near sink area

### Ice Machine Area:

1. Lack of backflow device on sink
2. Light fixture loose over sink area
3. Need ground on floor buffer or tagged out of service

### Stage Area:

1. Weight load signs needed in both loft areas to the right and left of the stage
2. Kick plate on bars and safety chain around door area on loft area on west side
3. Broken Exit light on North side of stage
4. Cable or railing instead under loft on North side (instead of caution tape)
5. Data and communications panel at back of stage area on North side needs cover attached

### Dressing Rooms on Stage:

1. Both restrooms, ladies and men's, both need light fixtures between the mirrors removed.
2. Both restrooms need lockers secured to wall or floor to prevent tipping hazard

### Stage area:

1. Develop standard operating procedures for moving overhead curtains above bleachers to limit employee exposure to working from an elevated position.

There were several other issues that were recommended fixes but not part of the safety inspection. Those were:

1. Tighten toilet seats in all bathrooms
2. Repair sanitary napkin holder in ladies bathroom on North wall
3. Attach hardware to all bathroom stall doors so they shut
4. Repair broken sink in ladies bathroom on North wall
5. Repair broken urinal in men's bathroom on North wall
6. Replace burnt out aisle lights in rows G & I in Auditorium area

7. Put sanitary napkin boxes in ladies dressing rooms so not flushed down toilet
8. Have inmates check all chairs in Auditorium area to assure they are tightened to floor or not broken.

The inspection moved outside, no safety hazards were noted. The inspection concluded at 3:20 PM.