

To ensure the safety of the Northwestern community and its visitors, the [Environmental Health and Safety](#) (EHS) team conducts routine building inspections to identify and address hazards that are not in compliance with federal, state, or local regulations. Inspections are focused on common areas, mechanical rooms, kitchens, janitorial rooms, lavatories, workshops, storage areas, loading docks, and other high-risk areas. Research spaces, such as laboratories, are inspected by the [Office for Research Safety](#).

## ***Inspection***

1. An EHS team member will contact the designated building manager to coordinate a building inspection. The building manager is encouraged to participate.
2. The EHS team member will evaluate the building conditions such as egress, housekeeping, fire hazards, sprinkler system, fire extinguishers, lighting, hazardous waste, and electrical hazards.
3. A corrective actions report will be emailed by [RIAC@northwestern.edu](mailto:RIAC@northwestern.edu) to the building manager detailing any corrective actions identified and associated regulations.

## ***Corrective actions***

1. Northwestern Facilities Operations will be assigned work tasks (WTs) for corrective actions such as plumbing, electrical, and carpentry.
2. Building managers will be assigned corrective actions that do not warrant a WT (e.g., housekeeping issues) via email from [RIAC@northwestern.edu](mailto:RIAC@northwestern.edu)

## ***Follow-up inspections***

An EHS team member will conduct a follow-up inspection 90-days after the initial inspection to verify that all corrective actions have been completed. A follow-up inspection report will be emailed to the building manager indicating the status of each corrective action.

## ***Recordkeeping***

EHS utilizes and maintains an online platform for all building inspection information. Building managers may request building inspection records and reports by contacting EHS.

## ***Questions?***

Email [ehs@northwestern.edu](mailto:ehs@northwestern.edu) or call (847) 467-6342

Learn more by visiting the EHS website at:

<https://www.northwestern.edu/environmental-health-safety/>