

**Appendix A: St. Olaf College Portable Ladder Inspection Checklist**

<b>Inspection Date:</b>		<b>Inspected By:</b>		
<b>Department:</b>		<b>St. Olaf ID#:</b>		
<b>Building Name:</b>		<b>Floor:</b>	<b>Room #:</b>	
<b>Ladder Manufacturer:</b>				
<b>Ladder Style:</b> ( ) Step ( ) Straight ( ) Extension			<b>Ladder Type:</b>	
<b>Ladder Construction:</b> ( ) Wood ( ) Metal ( ) Fiberglass			<b>Ladder Height:</b>	
<b>Inspection Result:</b> ( ) Pass ( ) Fail ( ) Repair				
<b>Sticker Added:</b> ( ) Yes ( ) No		<b>Photo Taken:</b> ( ) Yes ( ) No		
<b>General (For All Ladders)</b>			<b>Yes</b>	<b>No</b>
				<b>Tag Out</b>
Are the joints between the steps/rungs and side rails tight?				If NO, Tag Out
Are all hardware and fittings secure (Nails, screws, bolts, rivets, hinges, etc.)?				If NO, Tag Out
Are there any cracked, split, dented, decayed or broken rails, steps or rungs?				If YES, Tag Out
Are there any sharp surfaces or burrs on rails, steps, rungs or spreaders?				If YES, Tag Out
Are any steps, rungs, endcaps or shoes damaged or missing? <b>(NOTE: If shoes are needed you must provide where they are located on the ladder. If it is a step ladder then you would indicate Back Left or Front Right, etc. If Straight or Extension Ladder you would indicate the right or left side).</b>				If YES, Tag Out
Are the slip-resistant ladder surfaces (rails, steps and rungs) clean and free of debris?				If NO, Tag Out
Do all movable parts operate freely without binding or undue play?				If NO, Tag Out
Is there a complete and intact instruction/warning label?				If NO, Tag Out
<b>Extension Ladders</b>			<b>Yes</b>	<b>No</b>
				<b>Tag Out</b>
Are there any loose, broken, missing, or defective (don't seat properly) extension locks?				If YES, Tag Out
Is the rope for the pulley system frayed or worn?				If YES, Tag Out
<b>Additional Comments</b>				
<b>Work Order # for repairs if applicable:</b>				