



Common Safety Hazard Checklist

Safeguard Contractors:

When performing initial services on all Fannie Mae properties, the following items are common safety hazards that may be found. These issues should be addressed immediately, without bidding. It is further expected that the below hazardous conditions are monitored and addressed on ongoing services as well.

Safety Hazards

Windows:

- Ensure all broken glass is removed.
- Cracks in glass must be taped with clear tape.
- Ensure all ground level windows are locked.

Electrical/Gas Items:

- Replace any missing switch plates or outlet covers.
- Install any missing blank switch plates or blank outlet covers.
- Cap any exposed wiring.
- Install gas caps where needed with appropriately sized caps.
- Replace any missing, broken or non-functional light bulbs.
- Secure any loose light fixtures or ceiling fans.
- Roll loose cords and secure with tie.
- Secure all low hanging wires and cords.
- Install blank covers in breaker panel.
- Replace missing breaker panel cover (only if wires are exposed).

Stairways:

- Repair or replace any missing or loose handrails, if 3 or more risers are present. If fall hazard is greater than 24 inches, install guardrail.
- Repair any missing or loose steps per local code.

Floors:

- Replace any missing floor registers or floor vent covers (if not a common size, board the opening)
- Tack down curled linoleum, torn carpet that is greater than 6" (cut excess and tape down)
- Board floor damage or open holes in floor.
- Remove carpet tack strips, staples and nails.

Porch/Deck/Patio/Fencing:

- Repair or replace any missing or loose steps.



Safeguard Properties

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- Repair or replace any floor damage.
- Re-secure any loose or raised fasteners
- Repair/ replace damaged or missing fences

Lawn:

- Fill any open holes in ground.
- Address any trip hazards (wiring or similar items at low level).

Securing:

- Board all missing/broken openings including garage overhead doors. Bid to repair/replace overhead garage doors.
- Secure out-buildings, garage doors, pool gates and exterior facing utility closets and crawlspaces with a knob lock or padlock (if not already secure).

Interior/Exterior Ceiling and Walls:

- Secure cabinets, cabinet doors, drawers and countertops that are loose enough to present a hazardous condition.
- Remove/ secure any hanging debris not securely attached to the wall or ceiling.
- Ensure all hooks, nails and/ or screws are removed from walls, ceilings and doors.
- Ensure smoke detectors are present and operable. If not operable, replace according to local code. Replace all batteries as needed.
- Ensure CO detectors are present and operable according to local code. If not operable, replace according to local code.
- Report any discoloration, the source, and submit bid to repair. If discoloration is greater than 100 contiguous feet, stop all work. Provide a detailed update with clear photos.
- Report any environmental issues or unusual conditions present at the property.
- Tape interior dryer vent and install cover on exterior if missing.
- Cap all exposed water lines as necessary (refrigerator, washer/ dryer, dishwasher, etc.).

Pools/ Hot Tubs

- Ensure the perimeter to a pool or hot tub is fully intact and secure.
- Submit a bid to drain, clean and refill pools.
- Submit a bid to install a safety mesh pool cover.

Gutters

- Repair/ replace damaged or missing gutters.

Signature: _____ Date: _____.