

## I – 4. Office and rest area



1. Is there a first-aid kit?  
Is there enough medicine?
2. Are fire extinguishers in obvious locations?
3. Is the rest area adequately ventilated?
4. Is it adequately lit?
5. Is the room kept tidy and in order?
6. Are rest facilities in good order?
7. Is there a nap room for those who need a nap?