

PORTABLE LADDER PRE-USE INSPECTION

Campus: _____ Department: _____

Ladder Identification: _____

		Date	Inspected By	Condition (✓ if condition is good)						Comments	
General Items	Not cracked, twisted, dented or other damage										
	Straight, not cracked, worn, or distorted										
	Intact and operating properly										
	No loose nails, screws, bolts, or other metal parts										
Step Ladders	Not wobbly										
	Hinge spreaders not loose or bent										
	Stop on hinge spreaders functions properly										
	No loose hinges										
Extension Ladders	Extension locks are not loose, broken or missing										
	Locks seat properly while extended										
	Rope is not rotted or worn										

IF DEFECTS ARE FOUND, DO NOT USE THE LADDER. REPORT CONDITIONS TO YOUR SUPERVISOR IMMEDIATELY.