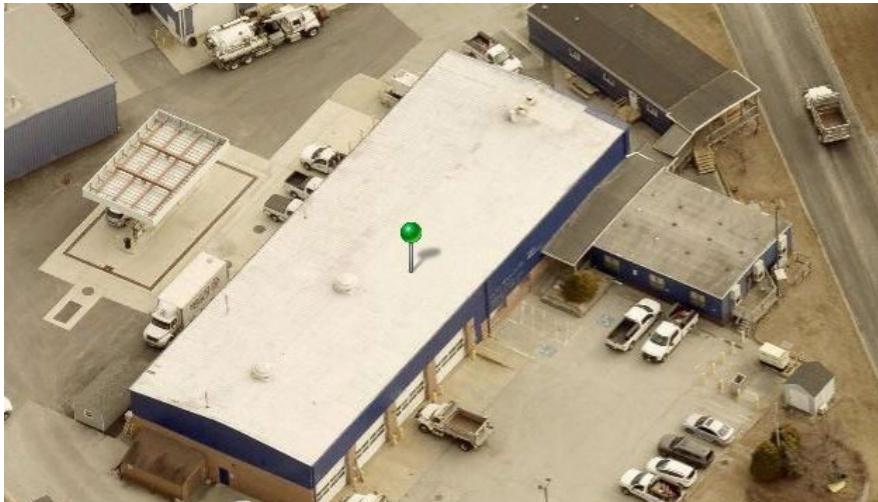


Dayton Shop (Fleet) F016

Howard County Risk & Safety Inspection



Inspection Location:

4301 MD Route 32,
Dayton, MD 21036

Prepared by:

Office of
Risk Management & Safety
8930 Stanford Boulevard,
Suite 2200,
Columbia, MD 21045

Inspection Date:

October 21, 2025

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1.0 INTRODUCTION

1.1 EXECUTIVE SUMMARY

This report outlines the overall purpose for inspections within Howard County, individuals in attendance at the time of inspection, the attributes and components and equipment noted within the property. Inspections serve as a modality for highlighting areas of concern that can impact the health and safety of employees and visitors. The report will note findings and the appropriate actions necessary to bring the site into compliance with Howard County policies, industry standards, and codified federal regulations related to safety.

On the date(s) of inspection, which occurred on October 21, 2025, Howard County's Office of Risk Management and Safety (RMS) found a total of 06 findings. The specific findings are summarized in **Table 1 - *Inspection Findings and Corrective Actions***, in a subsequent section of this report. Photographs, if available, of identified findings are also presented within **Appendix A - *Photograph Log***.

Each finding has been assigned a priority rating, requiring an action for completion as outlined in the subsequent sections below, titled **Corrective Actions** and **Conclusion** respectively, and have been summarized here:

FINDING PRIORITY RATING	NUMBER OF FINDINGS	ACTION TO BE TAKEN WITHIN (DAYS):
High	1	Immediate
High	3	30
Medium	2	60
Low	N/A	90

Table 1 also indicates the responsible party for each identified finding. Within the table, there are also references to specific policies, governing standards and practices, or regulations that directly correspond or relate to the stated finding.

Immediate or more urgent findings, if found, are brought to the attention of staff present during the time of inspection and RMS staff ensure compliance or correction prior to leaving the site.

During the recent inspection of the shop area, several safety hazards were identified that require prompt corrective action. Key findings include a damaged extension cord and exposed or unsecured electrical components. Several pieces of equipment, including the vise, drill press, and bench grinder, were found not securely mounted to their work surfaces, increasing the risk of injury. Additionally, power strips and extension cords were used to power high-energy equipment, raising concerns about circuit overloading. It was also noted that employees operating the key grinder were not consistently wearing appropriate eye protection. Corrective measures are recommended to address these issues and ensure a safer work environment.

1.2 PURPOSE

A main cause of workplace injuries, illnesses, and incidents is the failure to identify or recognize hazards that are present, or that could have been anticipated. Howard County's Office of Risk Management and Safety (RMS) is committed to the health and safety of all County employees and the citizens we serve. In addition to federal, state, and local regulatory compliance, RMS seeks to partner with all County workplaces to identify hazards and support corrective actions. While employers are required to provide a work environment "free from recognized hazards," we count on each employee to voice concerns and bring attention to any condition that is causing or is likely to cause injury or illness. This cooperation between employees and RMS is critical to implementing appropriate changes and effectively maintaining a safe and healthy workplace.

1.3 SCOPE AND OBJECTIVES

Conducting regular site safety inspections ensure compliance with federal, state, local regulations and policies. And inspections help keep the workplace safe by identifying and correcting hazards in a workplace, while recommending corrective actions to resolve identified deficiencies and improve overall conditions. The goal of this program is to improve workplace safety and health conditions by eliminating or reducing the factors that create or lead to unsafe conditions.

The scope of this specific Programmed Inspection consisted of a multidisciplinary assessment with particular focus on walking/working surfaces; facility/structural integrity and components; general work practices and best practice layouts; and overall electrical, fire, and life safety.

1.4 SITE INSPECTED

The site is known as the: Dayton Shop (Fleet) and is located at: 4301 MD Route 32, Dayton, MD, 21036.

1.5 ON-SITE DEPARTMENTS

At the time of inspection, the Dayton Shop (Fleet) is operated/managed by Howard County Administration, Office of Central Fleet, and the Department of Public Works, Bureau of Highways.

1.6 SITE-SPECIFIC LIMITING CONDITIONS

No site-specific limiting conditions were encountered during the inspection. However, it is to be noted that as of the time of this report, there are no accurate floor plans that fully capture the most recent (nor future planned) renovations to the buildings on the property.

2.0 INSPECTION AND FACILITY DESCRIPTION

2.1 INSPECTION ATTENDEES

Field activities associated with this Programmed Inspection were conducted on October 21, 2025. The inspection consisted of an entrance briefing with facility personnel, a facility tour, a review of available documentation and records, and an exit briefing to review preliminary observations. The inspection team consisted of the following personnel:

NAME	TITLE	*DEPARTMENT/OFFICE
Kevin Bell ²	Acting Superintendent	DPW, Bureau of Highways
Abbie Perkins	Fire Marshal Inspector	FRS, Office of the Fire Marshal
Joe Saliski	Fire Marshal Inspector	FRS, Office of the Fire Marshal
Randy Enso	Operations Supervisor II	DGS, Bureau of Contracts and Security
Matthew (Matt) Polek ¹	Regulation Supervisor	DGS, Bureau of Facilities
John Didomenico	Maintenance Mechanic	DGS, Bureau of Facilities
Ashley Hunter-Jones	Safety Officer	HC RMS
Antonio Moultrie	Safety Officer	HC RMS
Walter McGivney	Safety Officer	HC RMS

1 - Inspection Facility's Lead and point-of-contact

2 - Inspection site Department/Location Lead and point-of-contact

N/A indicates the absence of an individual at the time of inspection

*Common Abbreviations:

Admin: County Administration

DPW: Department of Public Works

DCRS: Department of Community Resources and Services

DRP: Department of Recreation and Parks

DGS: Department of General Services

DTCS: Department of Technology and

DHCD: Department of Housing and Community Development

Communication Services

DILP: Department of Inspections, Licenses, and Permits

FRS: Fire Rescue Services

OEM: Office of Emergency Management

OHRE: Office of Human Rights and Equity

OWD: Office of Workforce Development

2.2 INSPECTION TYPE

This inspection served as the:

- | | |
|---|--|
| <input type="checkbox"/> Initial Assessment | <input type="checkbox"/> Pre-Renovation Evaluation |
| <input checked="" type="checkbox"/> Routine/Programmed Inspection | <input type="checkbox"/> Re-Inspection |
| <input type="checkbox"/> Incident Follow-Up | <input type="checkbox"/> Other: _____ |

2.3 SITE OR PROPERTY COMPONENTS AND ATTRIBUTES

The site location and layout maps are included as **Figure(s) 1** and **Figure(s) 2** respectively. These maps provide a visual reference of the geographical area of the site and structure(s) within the property.

At the time of inspection, it was noted that the Dayton Shop (Fleet) has the following components and attributes, which include, but are not limited to:

- | | | | | |
|--|--|---------------------------------|----------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> Multi-Departmental Space(s): | Additional Departments: _____ | <u>Highways</u> | | |
| <input checked="" type="checkbox"/> Multiple Buildings | <input type="checkbox"/> Office(s)/Cubicles | | | |
|
 | | | | |
| <input type="checkbox"/> Exterior/External Storage Area(s): | | | | |
| Build Material: _____ | | | | |
| <input type="checkbox"/> Built-on-Site | <input type="checkbox"/> Prefabricated | | | |
|
 | | | | |
| <input type="checkbox"/> Deck(s) | <input type="checkbox"/> Fence/Gate(s) | | | |
| <input type="checkbox"/> Outdoor Building Lighting | <input checked="" type="checkbox"/> Outdoor Parking Lot Lighting | | | |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Porche/Vernada | | | |
| <input checked="" type="checkbox"/> Parking Lot(s): | <input type="checkbox"/> Paved | <input type="checkbox"/> Gravel | <input type="checkbox"/> Unpaved | <input type="checkbox"/> Dirt |
| <input type="checkbox"/> Playground: | <input type="checkbox"/> Outdoor | <input type="checkbox"/> Indoor | | |

- | | |
|--|--|
| <input type="checkbox"/> Art Studio: | <input type="checkbox"/> Presence of Kiln |
| <input type="checkbox"/> Atrium | <input checked="" type="checkbox"/> Locker Room(s) |
| <input type="checkbox"/> Barn/Stable | <input checked="" type="checkbox"/> Mechanical Room(s) |
| <input checked="" type="checkbox"/> Break Room(s) | <input checked="" type="checkbox"/> Meeting/Conference Room(s) |
| <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Multipurpose Room(s) |
| <input type="checkbox"/> Courtyard | <input type="checkbox"/> Recreation/Play Area |
| <input type="checkbox"/> Educational Space/Pre-School | <input checked="" type="checkbox"/> Roof Access |
| <input type="checkbox"/> Elevator(s) | <input type="checkbox"/> Showers |
| <input checked="" type="checkbox"/> Equipment Room(s) | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Fitness Area(s)/Gym | <input type="checkbox"/> Vestibule/Lobby |
| <input checked="" type="checkbox"/> Garage | <input checked="" type="checkbox"/> Warehouse |
| <input type="checkbox"/> Interior/Internal Storage Area(s) | <input type="checkbox"/> Water Pump/Filtration Room(s) |
| <input type="checkbox"/> IT/Data Room(s) | <input type="checkbox"/> Woodshop |
| <input type="checkbox"/> Loading Dock | <input checked="" type="checkbox"/> Workshop or Tool Shop |

Kitchen: Commercial Warming-Only Staff-Only

Restroom(s):

ADA-Accessible ADA Changing Table Single-Occupancy

Other: _____

- | | |
|---|--|
| <input checked="" type="checkbox"/> AED(s) | <input type="checkbox"/> Narcan Kit(s) |
| <input checked="" type="checkbox"/> Eye Wash Stations | <input type="checkbox"/> Stop-the-Bleed Kit(s) |
| <input checked="" type="checkbox"/> First-Aid Kit(s) | |
| | |
| <input checked="" type="checkbox"/> Fire Alarm Announcer Panel (Accessible) | <input type="checkbox"/> Fire Extinguisher(s) |
| | |
| <input checked="" type="checkbox"/> Camera(s) | <input checked="" type="checkbox"/> Generator |
| <input checked="" type="checkbox"/> County Public Wi-Fi | <input type="checkbox"/> Manual Security Alarm Panel |
| <input checked="" type="checkbox"/> Emergency Lighting | <input type="checkbox"/> Security Guard On-Site Presence |
| <input checked="" type="checkbox"/> Employee-Only Access Points | |

3.0 SUMMARY OF FINDINGS

As noted above, a total of 06 findings were identified at the Dayton Shop (Fleet), summarized in **Table 1 - Inspection Findings and Corrective Actions**, and organized by priority.

Photographs, if available, of identified findings are presented within **Appendix A - Photograph Log** and aim to assist in identifying where the findings were found.

A priority rating takes into consideration the severity and probability of a finding leading to damage to property and/or equipment and/or illness, injury, or loss of life. Priority ratings help to identify where targeted focus is required in taking corrective action.

Times for abatement as noted above within the Executive Summary serve as completion milestones. However, every effort should be made to act as quickly allowed.

NOTE: *There may be some findings that require immediate corrective action due to posing imminent life or safety hazards. In such situations, RMS staff will have addressed all concerns with staff present during the inspection and ensured compliance prior to leaving the site.*

Attached within this report is **Appendix B - Self-Inspection Form**. This serves as a customized template to guide local staff at the site in conducting basic routine inspections throughout the facility. The form is catered to the specific hazards that potentially may be present at the site.

Examples of this may include checking to see if there are evident trip/fall hazards, if walkways and emergency exits are being kept clear, and if there are any electrical exposure hazards, etc. The recommended frequency for completing the Self-Inspection Form is either monthly or quarterly.

Self-inspections, in conjunction with inspections conducted by RMS, advocate for improved safety of staff working at the site as well as ensure compliance with local, state, and federal laws and regulations.

Additional findings identified by the Office of the Fire Marshal and the Fire Marshal Inspector present during the inspection are attached as **Appendix C - Fire Marshals Report**. The report includes findings separate from those noted in **Table 1**. Every finding has its own required actions and individual completion dates. Please review both reports and ensure all items are addressed by their respective deadlines.

4.0 CORRECTIVE ACTIONS

To assist personnel tasked with implementing the abatement of identified site violations, corrective actions has been provided within **Table 1 - Inspection Findings and Corrective Actions** and are sorted by the organization tasked with completing the abatement as well as the assigned priority rating.

To close out a corrective action, one of the following must be completed:

1. The hazard is eliminated and noted on **Table 1**; or,
2. A plan to mitigate the hazard is drafted and noted on **Table 1** by the party responsible. Processes will need to be implemented to ensure that final corrective action can be achieved and documented; or,
3. Request for follow-up and additional review is granted, where it is noted that:
 - a. The hazard is deemed to not be in violation of any applicable code, regulation, law, or policy; AND,
 - b. Best practice or proposed corrective action would severely impact operations or cause additional hazards.

NOTE: Once all corrective actions and recommendations have been addressed according to the options outlined above, the site representative must return a completed **Table 1**, along with any pertinent or accompanying information, to the Office of Risk Management and Safety for documentation.

5.0 CONCLUSION

The following conclusions about safety and compliance conditions were made based on the Programmed Inspection conducted at the Dayton Shop (Fleet).

Based on the findings of this inspection, no additional investigation or evaluations of facility conditions are warranted at this time.

14 Day Check-In

A *14 Day Check-In* will be held with a Safety Officer and the site representative within 14 business days of receiving the inspection report (noted as **Day 1**). This discussion should include a specific plan of action from the receiving department addressing items identified in the report and any other steps relevant to each corrective action.

Re-inspection

A site closeout re-inspection may be scheduled in any of the following situations:

1. Depending on the quantity and/or priority rating of the identified hazards;
2. The workplace is deemed high priority based on the type of equipment, equipment conditions, procedures, or specific activities at the site; or,
3. Corrective action closeouts or plans that have not been completed within the recommended timeframe.

Re-inspections typically occur within 90 business days of receiving the inspection report. Re-inspections are shorter in duration and will focus on the final implementation of outstanding corrective actions, or on the creation of a mitigation plan with a path towards final closeout and mitigation.

6.0 LIMITATIONS AND EXCEPTIONS

This report and the associated work have been produced in accordance with the principles and practices generally employed by health and safety professionals.

This report provides a review of the facility's operations and documentation at the time of inspection (site walkthrough).

Unless otherwise specified, the tasks did not include the collection and analysis of samples. Findings and recommendations are based on information collected by the inspection team compared against regulatory standards and policies and not based on opinions or speculation. Unless the inspection team has actual knowledge to the contrary, information provided or obtained from the site walk is assumed to be correct and complete. This report assumes no liability for information that has been misrepresented or for items not visible, accessible, or present at the facility during the time of the site walkthrough.

Due to regulatory/industry evaluation standards constantly evolving, observed practices that may be present and considered to be acceptable at the time of this report preparation may become subject to different regulatory/industry standards and require updating in the future.

7.0 REFERENCES

Listed below are some of the policies, standards, and regulations that are to be followed and applicable to the findings noted in **Table 1**, which contains more details as to the specific regulations or standards associated with each finding. These references include, but are not limited to:

Howard County Government Policy 100.8 (2018). *Reporting Serious Incidents.*

[Howard County 100.8](#)

Howard County Government Policy 100.19 (2019). *Use of Space Heater and Appliances in County Facilities.*

[Howard County 100.19](#)

Howard County Government Policy 200.1 (2016). *Risk Management Program.*

[Howard County 200.1](#)

Howard County Government Policy 200.4 (2016). *Maryland Occupational Safety & Health (MOSH) Inspection Procedures.*

[Howard County 200.4](#)

Howard County Government Policy 200.11 (2016). *Confined Space.*

[Howard County 200.11](#)

American National Standards Institute (ANSI) “A” and “Z” Series (2014, 2021). *Workplace and Occupational Health and Safety.*

<https://ibr.ansi.org/>

Maryland Occupational Safety and Health (MOSH) Regulations within COMAR Title 09, Subtitle 12 (as updated).

<https://www.labor.maryland.gov/labor/mosh/moshspecific.shtml>

National Fire Protection Association (NFPA) 1 (2024). *Fire Code.*

<https://www.nfpa.org/codes-and-standards/nfpa-1-standard-development/1>

NFPA 70 (2023). *National Electric Code (NEC).*

<https://www.nfpa.org/product/nfpa-70-national-electrical-code-nec/p0070code?Edition=2023&Language=English&Format=Softbound&type=physical>

NFPA 70E (2000, 2021, 2024). *Standard for Electrical Safety Requirements for Employee Workplaces.*

<https://www.nfpa.org/codes-and-standards/nfpa-70e-standard-development/70e>

NFPA 101 (2021). *Life Safety Code.*

<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=101>

OSH Act of 1970, Section 5(a)(1), Section 5(a)(2), Section 5(b). *General Duty Clause.*

<https://www.osha.gov/laws-regulations/oshact/section5-duties>

OSHA 29 CFR 1910, General Industry Regulations.

<https://www.osha.gov/laws-regulations/regulations/standardnumber/1910>

OSHA 29 CFR 1910.22, Walking-Working Surfaces.

<https://www.osha.gov/laws-regulations/regulations/standardnumber/1910/1910.22>

OSHA 29 CFR 1910.28, 29 CFR 1910.29, Fall Protection.

<https://www.osha.gov/laws-regulations/regulations/standardnumber/1910/1910.28>

<https://www.osha.gov/laws-regulations/regulations/standardnumber/1910/1910.29>

OSHA 29 CFR 1910.157, Portable Fire Extinguishers.

<https://www.osha.gov/laws-regulations/regulations/standardnumber/1910/1910.157>

OSHA 29 CFR 1926, Standards applicable to construction.

<https://www.osha.gov/laws-regulations/regulations/standardnumber/1926>

OSHA 29 CFR 1928, Standards applicable to agricultural operations.

<https://www.osha.gov/laws-regulations/regulations/standardnumber/1928>

8.0 ATTACHMENTS

TABLES

Table 1: *Inspection Findings & Corrective Actions*

FIGURES

Figure 1: *Site Location Map(s)*

Figure 2: *Site Layout Map(s)*

Figure 3: *Inspection Findings Map(s)*

APPENDICES

Appendix A: *Findings Photograph Log*

Appendix B: *Self-Inspection Form*

Appendix C: *Fire Marshal Inspector's Report*

9.0 SIGNATURES OF AUTHORITY

This report was approved by:



Anju Bennett
Administrator
Office of Human Resources



Elizabeth Glennon
Risk and Safety Manager
Office of Human Resources

TABLE 1:

Inspection Findings & Corrective Actions

Table 1: Inspection Findings and Corrective Actions

Location: DPW: Dayton Highways Shop

Inspection Date: 10/22/2025

Finding Information										
Finding ID #	Location	Priority	Regulatory Citations	Regulatory Language	Description	Recommendation / Corrective Action	Timeline (Days)	Corrective Action Description	Date Completed	
Location Staff Corrective Action List										
Fleet-Dayton-2025-06	Police Mobile Bus	High	OSHA 29CFR 1910.334(a)(2)(i)	Portable cord and plug-connected equipment and flexible cord sets (extension cords) shall be visually inspected before use on any shift for external defects (such as loose parts, deformed and missing pins, or damage to outer jacket or insulation) and for evidence of possible internal damage (such as pinched or crushed outer jacket). Cord- and plug-connected equipment and flexible cord sets (extension cords) which remain connected once they are put in place and are not exposed to damage need not be visually inspected until they are relocated.	Damaged extension cord	Repair or replace cord as appropriate.	30			
Fleet-Dayton-2025-03	Fleet Parts Room Storage	Medium	BMP	Best Management Practice	Key grinder - employee needs to wear eye protection when using machine	Add signage that says "eye protection required"	60			
Facilities Corrective Action List										
Fleet-Dayton-2025-04	Bay 4	High	OSHA 29CFR 1910.212(b)	Machines designed for a fixed location shall be securely anchored to prevent walking or moving.	Equipment/machinery (e.g., the vise, drill press, bench grinder, etc.) is/are not securely mounted to the working surface and could potentially lead to injury.	Properly secure the equipment/machinery to the working surface (e.g., the working table, or the wall) to ensure it becomes fixed.	Immediate			
Fleet-Dayton-2025-05	Fleet Breakroom	High	OSHA 29CFR 1910.304(b)(4)(ii)(B)	Where connected to a branch circuit supplying two or more receptacles or outlets, a receptacle may not supply a total cord- and plug-connected load (i.e., the ratio of max load and receptacle and circuit amperage) in excess of the maximum specified in Table S-4.	There is a potential that the circuit is overloaded and has too many items connected to it, creating a potential for fire. This includes appliances (e.g., fridge/mini-fridge or microwaves, etc.) or other large-energy draw equipment (e.g., printers, thermal laminators, etc.) being plugged into surge protectors or extension cords and not directly into a receptacle outlet.	1) Removable power taps (power strips) and extension cords are to not be utilized as permanent solutions. 2) Appliances are to be plugged directly into a receptacle outlet and not into a power strip.	30	Completed on Site	10/22/2025	
Fleet: Dayton	Fleet Office Area	Medium	1) OSHA 29CFR 1910.303(b)(2) 2) OSHA 29CFR 1910.403(b)(2) 3) OSHA 29CFR 1910.304(b) 4) NEC 110.3(B)"	1 and 2) Listed, labeled, or certified equipment shall be installed and used in accordance with instructions included in the listing, labeling, or certification. 3) Branch circuits shall comply with all requirements outlined in subsequent subsections, including appropriate amperage and voltage rating. 4) Equipment that is listed, labeled, or both, or identified for a use shall be installed and used in accordance with any instructions included in the listing, labeling, or identification.	Mounted power strip.	Remove the mounted power strip and have a certified electrician assess the need for the installation of additional outlets.	60			
Fleet: Dayton	Fleet Parts Room Storage	Medium	1) OSHA 29CFR 1910.303(g)(2)(i) 2) OSHA 29CFR 1910.305(b)(2)(i) 3) NEC300.4	1) Except as elsewhere required or permitted by the standard outlined in OSHA 29CFR 1910.303, live parts of electric equipment operating at 50 volts or more shall be guarded against accidental contact by use of approved cabinets or other forms of approved enclosures or by any of the means outlined in subsequent subsections. 2) All pull boxes, junction boxes, and fittings shall be provided with covers identified for the purpose. If metal covers are used, they shall be grounded. In completed installations, each outlet box shall have a cover, faceplate, or fixture canopy. Covers of outlet boxes having holes through which flexible cord pendants pass shall be provided with bushings designed for the purpose or shall have smooth, well-rounded surfaces on which the cords may bear. 3) Where subject to physical damage, conductors, raceways, and cables shall be protected as outlined in subsequent subsections.	There are exposed or unsecured conductors and/or electrical components or the raceway/conduit is broken, and this can pose a risk to accidental contact. AND/OR Cover plate(s) is/are missing on the receptacle outlet or raceway/conduit body.	A certified electrician shall install/replace all necessary guards, shielding, caps, cover plates, and panels to ensure that conductors and/or electrical equipment cannot be accidentally accessed or that conductors can be damaged.	30			

Table 1: Inspection Findings and Corrective Actions

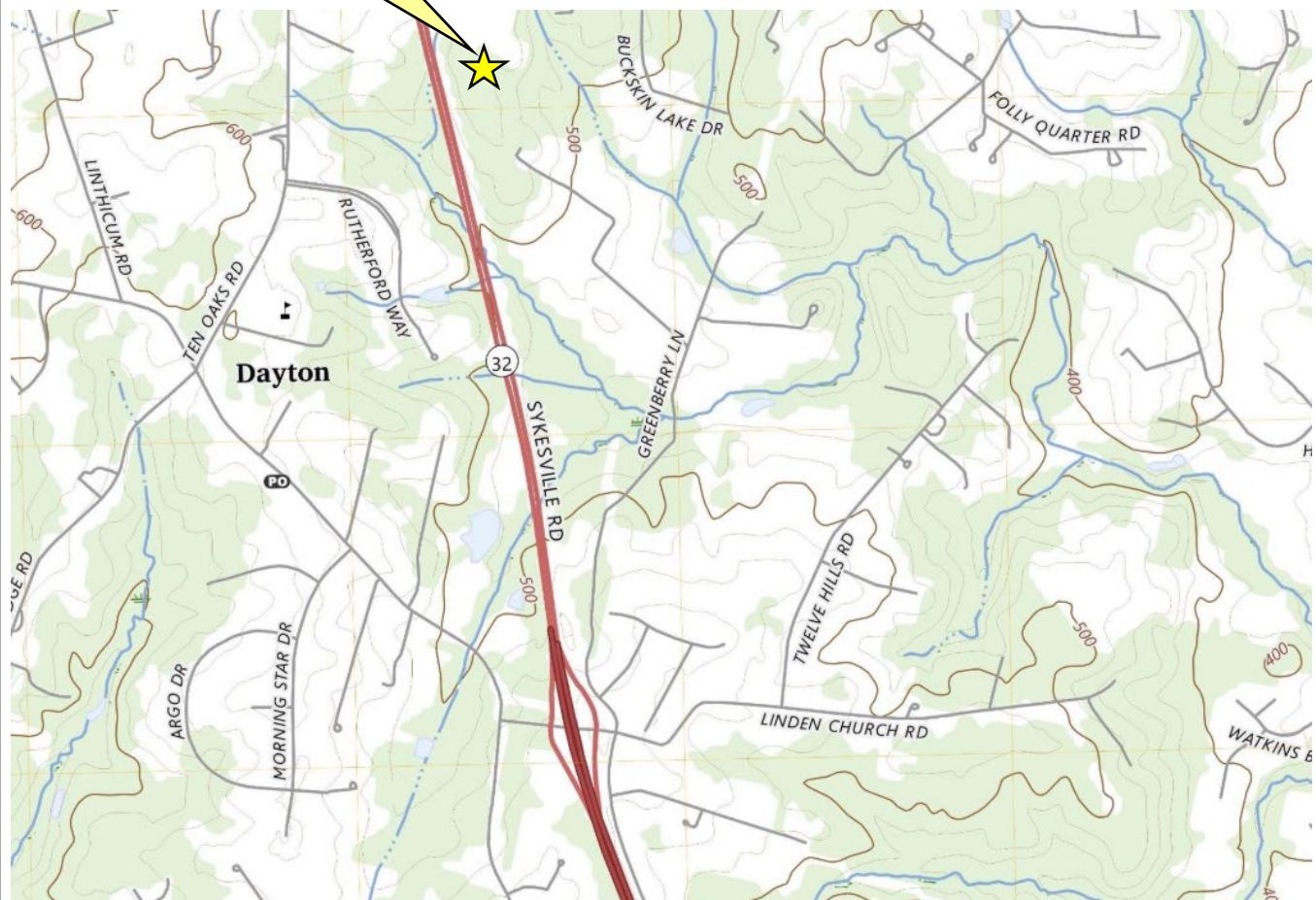
Location: DPW: Dayton Highways Shop

Inspection Date: **10/22/2025**

FIGURES 1 & 2:

Figure 1 - Site Location Map

Figure 2 - Site Layout Map





03/02/2025

© All EagleView Technology Corporation



= Site Structures



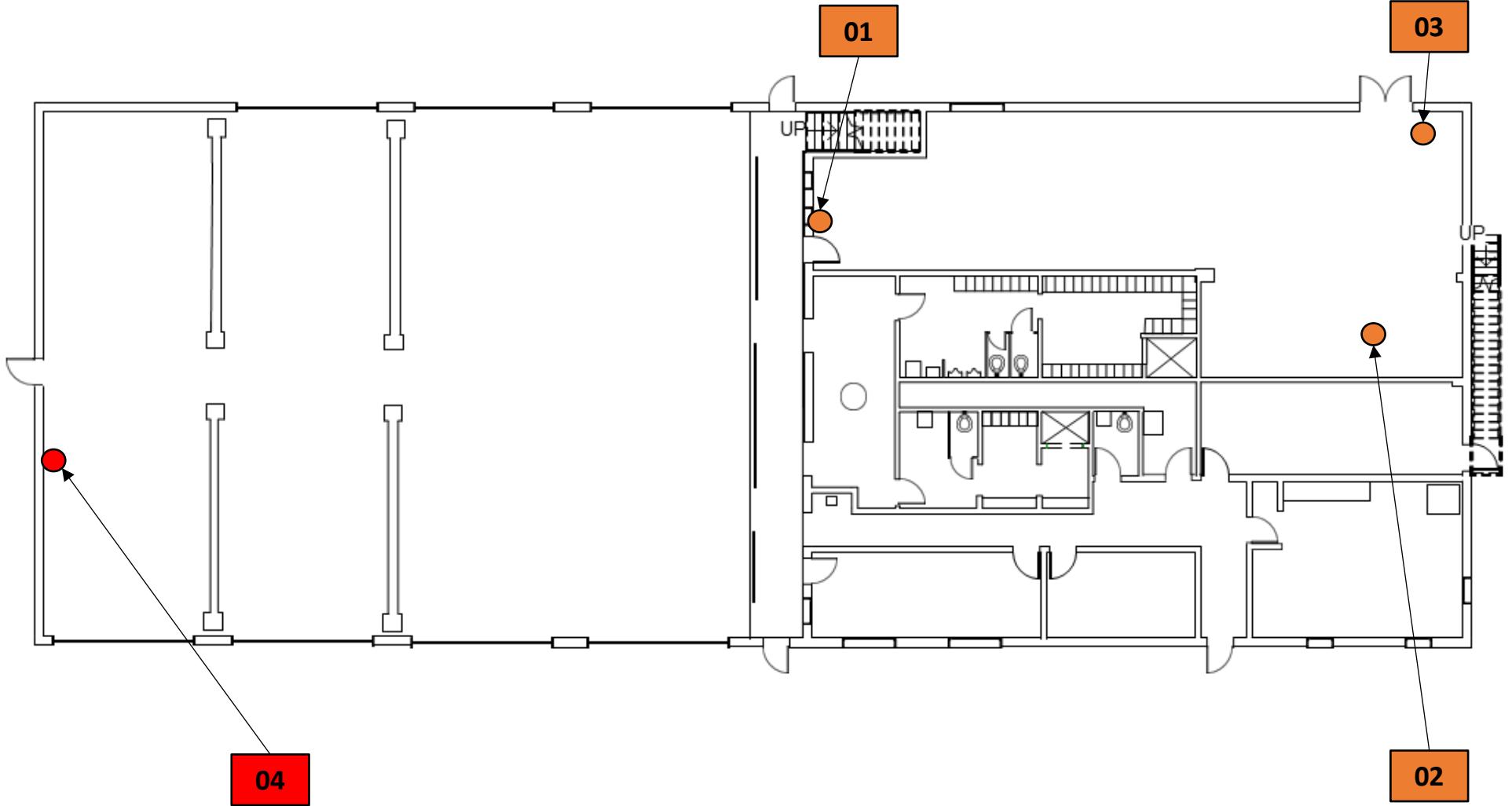
= Approximate
Site Boundaries

Dayton Highways Shop
Figure 2: Site Layout Map



FIGURE 3:

Inspection Findings Map



LEGEND:

Priority Rating

- = High
- = Medium
- = Low
- = BMP

Notes:

Zoomed Map





LEGEND:

Priority Rating

- = High
- = Medium
- = Low
- = BMP

Notes:

Zoomed Map



Date:

October 21, 2025

Dayton Fleet Shop (second floor)

Figure 3: Inspection Findings Map

Location:

4301 MD-32
Dayton, MD 21036

**Figure
3.2**

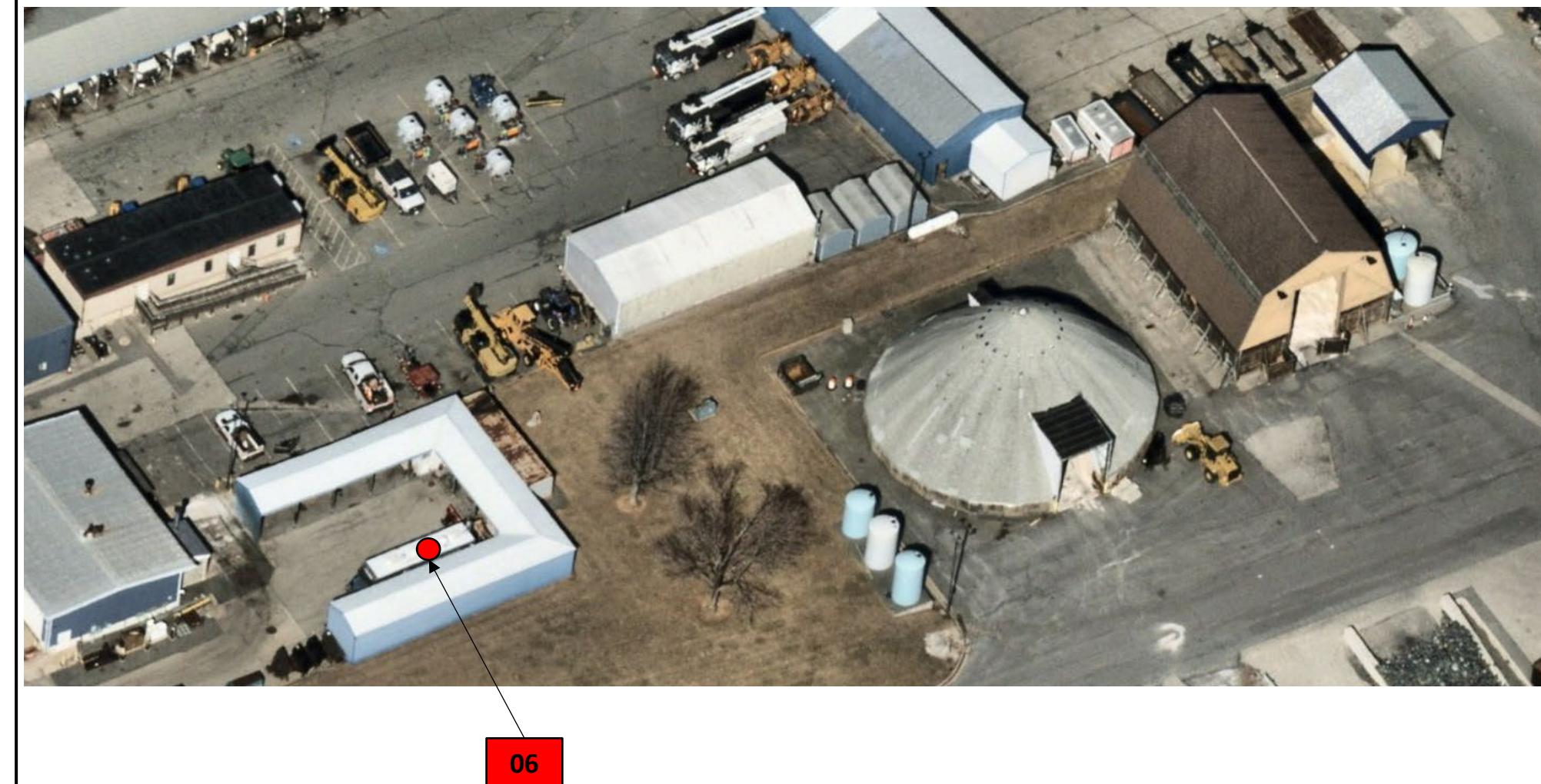
LEGEND:

Priority Rating

- = High
- = Medium
- = Low
- = BMP

Notes:

Zoomed Map



Date:

October 21, 2025

Dayton Fleet Shop
Figure 3: Inspection Findings Map

Location:

4301 MD-32
Dayton, MD 21036

**Figure
3.3**

APPENDIX A:

Photograph Log



APPENDIX A PHOTOGRAPH LOG

Location:	Site Location:	Inspection Date:
4301 MD-32 Dayton	MD 21036	Dayton Fleet Shop

Finding No.: 01	Priority: Medium	Location: Fleet Office Area
Description: Mounted power strip		

Finding No.: 02	Priority: Medium	Location: Fleet Parts Room Storage
Description: There are exposed or unsecured conductors and/or electrical components or the raceway/conduit is broken, and this can post a risk to accidental contact. AND/OR Cover plate(s) is/are missing on the receptacle outlet or raceway/conduit body.		

Finding No.: 03	Priority: Medium	Location: Fleet Parts Room Storage
Description: Key grinder - employee needs to wear eye protection when using machine		

APPENDIX A

PHOTOGRAPH LOG

Location:	Site Location:	Inspection Date:
4301 MD-32 Dayton	MD 21036	Dayton Fleet Shop

Finding No.: 04	Priority: High	Location: Bay 4
Description: <p>Equipment/machine is/are not securely mounted to the working surface and could potentially lead to injury.</p>		

Finding No.: 05	Priority: Medium	Location: Fleet Breakroom
Description: <p>There is a potential that the circuit is overloaded and has too many items connected to it, creating a potential for fire. This includes appliances or other large-energy draw equipment (e.g., printers, thermal laminator, etc.) being plugged into surge protectors or extension cords and not directly into a receptacle outlets</p>		

Finding No.: 06	Priority: Medium	Location: Police Mobile Bus
Description: <p>Exposed electrical wires</p>		

APPENDIX B:

Self-Inspection Form

This serves as a customized template to guide local staff at the site in conducting basic routine inspections throughout the facility.

The form is catered to the specific hazards that potentially may be present at the site.

Name: _____

Date: ___/___/___

Reference	#	Office Safety	Yes	No	Comments
	1	File Drawers – closed when not in use			
	2	Paper Cutter – guard in place			
	3	Space heaters – prohibited without approval (facilities approval)			
	4	Personal appliances in work areas are prohibited. (Microwaves, Coffee makers, toaster ovens, etc.)			
	5	Wires or extension cords – do not run under carpets or rugs or through doorways.			
Reference	#	Exits, aisles, building evacuation	Yes	No	Comments
1910.36	6	Are exit route doors free, unobstructed, unlocked, to outside of building, and open out?			
1910.37	7	Exits and exit routes marked with signs?			
	8	Are exit signs clearly visible?			
	9	Are exit signs illuminated with at least 5 ft-candles?			
1910.37.a	10	Aisles, are clean and unobstructed?			
1910.36.g	11	Are exit routes at least 7'6" in ht. & at least 28 in. wide?			
1910.38	12	Are evacuation routes posted and current? Implemented and communicated to staff.			
1910.38.d	13	Does the site have an employee alarm system? Is it operable?			
Reference	#	Housekeeping	Yes	No	Comments
1910.141	14	Are all places kept clean, dry, free of unsanitary conditions?			
	15	Do trash receptacles in break rooms have a cover?			
	16	Are toilet facilities and washing facilities kept clean and sanitary?			
	17	Are scrap, waste and debris safely removed from work areas?			
	18	Is potable water provided in adequate quantities?			
	19	Are solid wastes handled properly and disposed of to prevent menace to public health?			
	20	Are an adequate number of toilets/showers available for employees?			
	21	Is the designated break/lunchroom free of toxic contamination?			
Additional Findings					

Name: _____

Date: ___/___/___

Reference	#	Fire Safety and Prevention	Yes	No	Comments
1910.165	22	Is the fire alarm system available & functional?			
1910.165	23	Are fire alarm boxes, if available, readily accessible and within 200 feet of employee access?			
1910.157	24	Are fire extinguishers available? -checked monthly, serviced annually			
	25	Sprinkler clearance – no storage allowed within 18 inches of sprinkler heads (24 inches of ceiling where no sprinkler system exists).			
	26	Exit doors, Fire doors – not wedged open, close tightly, not blocked			
	27	Storage – none beneath stairs			
	28	Floors, Walls, Ceilings – no holes through walls or ceilings, and all ceiling tiles are in place.			
Reference	#	Emergency Equipment	Yes	No	Comments
1910.151	29	Are emergency shower and/or eye-wash stations available? Checked weekly, inspected annually; (battery charging areas)			
1910.157	30	Are fire extinguishers available?			
d.1	31	- within 50-75' travel distance per class of materials?			
e.2	32	- inspected monthly?			
e.3	33	- inspected annually?			
f.	34	- is the cylinder within hydrostatic test date?			
d.1	35	- proper types for usage in lab?			
c.1	36	- location marked with signage or red color?			
c.1	37	- hung on wall or post and not more than 5 feet above floor?			
.158-.163	38	Has the fire suppression system been tested annually? Are the results documented and on file?			
1910.151	39	Are First aid kits available and stocked adequately per size of the facility?			
	40	Are bloodborne pathogens kit available or is the material contained within the First Aid kit?			
1910.38. g.vi.	41	Are emergency means of communication available?			
Additional Findings					

Name: _____

Date: ___/___/___

Reference	#	Electrical	Yes	No	Comments
1910.305	42	Is dust prevented from routinely entering or accumulating on or around electrical enclosures or equipment? Are electrical or breaker boxes maintained in an open position?			
	43	Light fixtures and bulbs covered? If clearance is below requirements.)			
	44	3" x 3' clearance in front of electrical panels?			
1910.303	45	Live parts of electrical equipment operating at more than 50 volts guarded by approved enclosure?			
1910.303	46	Electrical equipment properly marked with the required information?			
1910.303	45	Flexible cords and cables protected?			
	46	Temporary cords are not used for permanently affixed equipment			
	47	Electrical cords are not frayed, pulled away from plug, in poor condition, etc.			
	48	Ensure connections prevent strain relief on the cords.			
1910.303	49	Clearance sufficient distances from live parts according to regulation?			
1910.304	50	Cords approved? UL Rated?			
1910.304	51	Is there proper identification of circuits and grounds?			
1910.304	52	Is proper grounding installed?			
Reference	#	Hazard Communication	Yes	No	Comments
1910.1200					
g.	53	Does the facility have a written chemical inventory?			
h.	54	Is the facility chemical inventory updated as new chemicals are introduced and is it current?			
d.	55	Does the facility have SDSs available of the chemicals listed on the chemical inventory?			
g.7	56	Does the facility have a procedure to obtain an SDS if it is not received at the time of shipment?			
h.	57	Is a responsible person (Site Supervisor) designated to conduct training?			
f.	58	Are all chemicals, excluding hazardous waste, labeled with chemical name and health/physical hazards?			
Additional Findings					

Name: _____

Date: ___/___/___

Reference	#	Personal Protective Equipment	Yes	No	Comments
1910.132					
a.	59	Is PPE available, maintained, and used properly?			
f.4	60	Do workers know its storage location?			
f.1.v	61	Are workers trained in the use/care of PPE?			
c.	62	Are the site-specific PPE hazard assessments documented for all hazardous job tasks current to the operations at the location? Including job tasks assigned to contractor personnel (e.g., mowing.)			
Guidelines	63	Are the PPE hazard assessments signed/certified by the Safety Coordinator?			
d.	64	Do the PPE hazard assessments contain the appropriate specificity to chemical protective clothing (e.g., nitrile gloves, PE coated tyvek, specific chemical cartridge, etc.)?			
f.4	65	Are employee-training certifications available for the site-specific PPE hazard assessments?			
f.3	66	Do employees wear the PPE for the job tasks as designated on the PPE hazard assessment?			
Reference	#	Hand Tools	Yes	No	Comments
	67	Is all equipment in good, workable condition, and inspected before use?			
	68	Are electrical tools double-insulated or grounded?			
	69	Are power-actuated tools properly stored when not in use?			
	70	Are guards in place on all hand tools?			
1910.242	71	If compressed air is used and the nozzle is dead ended, is the end pressure reduced to 30 psi?			
Reference	#	Walking/Working Surfaces	Yes	No	Comments
1910.22	72	Are covers/guard rails in place for open pits, tanks, ditches, vats, etc.?			
1910.22	73	Are floor loads properly marked with maximum capacity and not exceeded?			
1910.23	74	Are floor and wall openings properly guarded using railings, toe boards, or covers for stairways, manhole floor openings, etc.? Note: loading docks are not required to be guarded.			
1910.25	75	Do wood ladders meet the specifications required by OSHA?			
1910.26	76	Do metal ladders meet specifications?			
1910.28	77	Are safety requirements met for scaffolding?			
	78	Are employees who work at heights >6 feet provided with fall protection?			

Name: _____

Date: ___/___/___

Reference	#	Powered Industrial Truck 1910.178	Yes	No	Comments
l.	79	Are the operators trained initially when the job duty is assigned, including a performance evaluation?			
l.	80	Are the forklift operators re-evaluated every 3 years?			
	81	Have any accidents or near misses occurred with a forklift? If so, did the operator receive re-training?			
OSHAct	82	Do the forklifts have seat belts? If not, is a retrofit kit available from manufacturers? If not, has the facility documented their efforts to obtain a seat belt kit from the manufacturer?			
OSHAct	83	Do the operators wear seatbelts when operating forklifts?			
m.	84	Are forklift procedures followed during operations and maintenance of the trucks?			
b.	85	Are trucks used only in properly designated areas?			
g. & p.	86	Are procedures followed for battery/fuel handling?			
m.	87	Are forklifts properly stored when not in use (i.e., forks down)?			
q.7	88	Are trucks examined daily or per operational shift for problems?			
BMP	89	Are the inspections kept for 3 months?			
q.	90	Is there a maintenance program for the forklifts?			
p.	91	Are the repairs for equipment deficiencies recorded, documented, and traceable, and maintenance records maintained for 6 years?			
p.	92	Are forklifts tagged out when not working properly?			
Reference	#	Heavy Equipment 29 CFR 1926	Yes	No	Comments
.602. a.6	93	Is the rollover protection structure in place?			
.602. a.2	94	Are seat belts in working order and being worn?			
. 600.a	95	Are all turn signals and lights in working order?			
.601.14	96	Are pre-operation inspections being completed?			
BMP	97	Have employees been trained in the operation of the equipment? Is the training documented?			
Additional Findings					

Name: _____

Date: ___/___/___

Reference	#	Machinery & Machine Guarding 1910.212	Yes	No	Comments
1910.212	98	Machine guards affixed?			
1910.212	99	Machines designed for a fixed location securely anchored to the floor and hard wired?			
1910.212	100	Emergency cutoff switches functional?			
1910.212	101	Preventive maintenance performed to ensure machinery is safe to operate?			
1910.215	102	Work rests appropriately adjusted (1/8") for grinding?			
	103	Do operators wear double eye protection (e.g., safety glasses/goggles and face shield) during the grinder operation?			
	104	If equipped with a guard, is it operated as per the manufacturer's specifications? Do operators conduct a ring test of new wheels prior to placing on machine? Do side guards cover the spindle, nut and flange and 75% of the wheel diameter?			
Reference	#	Hazardous Energy 29 CFR 1910.147	Yes	No	Comments
c.7	105	Is hazardous energy on-site that requires lockout/tagout? If yes, has at least one authorized employee been identified and trained?			
	106	Has the facility prepared site-specific Energy Control Procedures or SOPs for multiple source energy equipment?			
	107	Has a Work Permit been completed for past 12 months of LOTO jobs?			
	108	Were the Work Permits for LOTO completed adequately?			
c.5.ii.C	109	Does each authorized employee possess a lock and are they in control of 1 key during LOTO jobs?			
	110	Are tags in place and completed with name of person, date, and the reason of LOTO?			
c.6	111	Has the LOTO program been audited at least annually?			
Additional Findings					

Name: _____

Date: ___/___/___

Reference	#	Crane Safety	Yes	No	Comments
1910.179		Fixed Cranes			
b.5	112	Is the rated load capacity marked on each side of the crane?			
j.2	113	Is the lifting device inspected prior to use?			
j.3	114	Is the lifting device inspected (and documented) as per the manufacturer's specifications and as per local regulatory requirements?			
j.	115	Do the inspections address the OSHA requirements?			
m.	116	Are the ropes inspected at least once a month? Are the ropes certified by the inspector?			
k.1	117	Is the initial operational test available and on file?			
k.2	118	Is the rated load capacity test available and on file?			
l.	119	Has a maintenance program been established per the manufacturer's recommendations?			
n.4	120	Prior to each operator's shift, is the hoist limit switch tested without a load?			
Reference	#	Compressed Gases 1910.101	Yes	No	Comments
	121	Are cylinders secured?			
	122	Are cylinders in good condition?			
	123	Are they stored by compatibility?			
	124	Are incompatibles segregated?			
	125	Faulty cylinders tagged? Empty or full?			
	126	Empty or full tags (BMP only)			
1910.253 b.4.iii	127	Fuel gas cylinders and oxygen cylinders separated by distance (20 ft) or fire-resistant barrier while in storage?			
	128	Are all valve protectors in place on cylinders when they are not in use or connected for use?			
Additional Findings					

Name: _____

Date: ___/___/___

Reference	#	Flammable/Combustible Liquids 1910.106	Yes	No	Comments
d.	129	Are flammable liquids, including wastes, stored in flammable storage cabinets or safety cans?			
d.	130	Are bulk containers of flammable liquids grounded and bonded to containers during dispensing?			
OSHAct	131	Are general exhaust ventilation systems functioning adequately to remove fumes?			
d.	132	Are job specific mechanical ventilation systems operating properly?			
d.	133	Sources of ignition controlled where flammable vapors may be present?			
	134	Is the appropriate electrical classification followed in areas where flammables are stored or processed (e.g., radios, electrical cords)?			
d.	135	Are general operations and maintenance conducted with procedures that control leakage or prevent accidental release of flammable or combustible liquids?			
Additional Findings					

APPENDIX C:

Fire Marshal's Report



Howard County Fire & Rescue

Office of the Fire Marshal

2201 Warwick Way
Marriottsville, MD 21104
Office (410) 313-6040
Fax (410) 313-6066



Inspection Report

Address:	4301 Route 32	Inspection Date:	10/21/2025
Occupant Name:	Dayton Shop	Inspection Type:	Mercantile
Suite:		Inspected By:	Abbie Perkins 410-313-6439 aperkins@howardcountymd.gov

Property Owner: Howard County Group
0000

Insp. Result	Location	Code Set	Code
Pass	Floor 1	MD - Howard Co NFPA 1 2021 Chapter 4 General Requirements	4.4.3.1.1 - Means of egress maintained free and unobstructed.
Pass	Floor 1	MD - Howard Co NFPA 1 2021 Chapter 10 General Safety Requirements	10.11.1* - Address Numbers
Pass	Floor 1	MD - Howard Co NFPA 1 2021 Chapter 13 Fire Protection Systems	13.1.16 - FDC location, marking, and location to a fire hydrant.
Pass	Floor 1	MD - Howard Co NFPA 1 2021 Chapter 13 Fire Protection Systems	13.6.1.2* - Fire extinguishers shall be provided where required.
Pass	Floor 1	MD - Howard Co NFPA 1 2021 Chapter 13 Fire Protection Systems	13.6.4.3.1 - Fire Extinguisher Annual Maintenance
Pass	Floor 1	MD - Howard Co NFPA 1 2021 Chapter 14 Means of Egress	14.12.1.1* - Emergency lighting
Pass	Floor 1	MD - Howard Co NFPA 1 2021 Chapter 18 Fire Department Access and Water Supply	18.2.2.1 - Knox Box
Pass	Floor 1	MD - Howard Co NFPA 1 2021 Chapter 18 Fire Department Access and Water Supply	18.2.3.6.3 - Excerpt: The AHJ may: (1) Designate part of any public or...
N/A	Floor 1	Misc. Group 1	M.1 - Billing Address Verification
N/A	Floor 1	Misc. Group 1	M.2 - Square Footage Verification
Fail: NOTICE OF VIOLATION	Floor 1	MD - Howard Co NFPA 1 2021 Chapter 60 Hazardous Materials	60.5.1.8.1.3 - Maintenance. (see photo 1.1, 1.2)
Inspector Comments: ACTION REQUIRED: Raise "Used Oil" sign higher on building, above new shed, to increase visibility.			
Fail: NOTICE OF VIOLATION	Floor 1	MD - Howard Co NFPA 1 2021 Chapter 60 Hazardous Materials	60.5.1.8.2.1 - NFPA 704 Placard. (see photo 2.1, 2.2, 2.3)

Inspector Comments: ACTION REQUIRED: Replace 704 placard and all signage on "Used Oil" tank (Photo 1), diesel tank next to Welding Shop (Photo 2), propane tank behind salt domes (Photo 3).

Fail: NOTICE OF VIOLATION	Floor 1 Fleet	MD - Howard Co NFPA 1 2021 Chapter 66 Flammable and Combustible Liquids	66.9.4.3 - Excerpt: [Storage cabinets that meet at least one of the ...] (see photo 3.1)
Inspector Comments: ACTION REQUIRED: Remove cardboard boxes from cabinet "E"			
Fail: NOTICE OF VIOLATION	Floor 1 Fleet	MD - Howard Co NFPA 1 2021 Chapter 11 Building Services	11.1.8 - Electrical Plate Covers (see photo 4.1)
Inspector Comments: ACTION REQUIRED: Replace missing electrical cover in parts room.			
Fail: NOTICE OF VIOLATION	Floor 1 Fleet	MD - Howard Co NFPA 1 2021 Chapter 11 Building Services	11.1.5.6* - Extension cord usage. (see photo 5.1)
Inspector Comments: ACTION REQUIRED: Heavy appliances must be plugged directly into a wall outlet in Break/Bunk room. Recommend adding additional outlets to meet needs. (Photo 1)			
Fail: NOTICE OF VIOLATION	Floor 1 Highways	MD - Howard Co NFPA 1 2021 Chapter 11 Building Services	11.1.5.6* - Extension cord usage. (see photo 6.1)
Inspector Comments: ACTION REQUIRED: Discontinue use of extension cords in lieu of permanent wiring. Extension cord cut and used to wire a light fixture over a work bench in mezzanine.			
Fail: NOTICE OF VIOLATION	Floor 1 Highways	MD - Howard Co NFPA 1 2021 Chapter 12 Features of Fire Protection	12.3.3.1.1 - Ceiling tiles (see photo 7.1)
Inspector Comments: ACTION REQUIRED: Missing and damaged ceiling tiles shall be replaced in Tree Crew locker room. Penetrations or openings in ceilings, walls, and floor assemblies shall be sealed to eliminate the possible spread of smoke or fire.			
Fail: NOTICE OF VIOLATION	Floor 1 Highways	MD - Howard Co NFPA 1 2021 Chapter 11 Building Services	11.1.8 - Electrical Plate Covers (see photo 8.1)
Inspector Comments: ACTION REQUIRED: Replace exterior outlet cover on clubhouse.			

Inspector will return on or after 12/1/2025.

Noted violations shall be corrected immediately.

If you have any questions, please contact the inspector at the above number.

1.1 -
60.5.1.8.1.3.



1.2 -
60.5.1.8.1.3.



2.1 -
60.5.1.8.2.1.



2.2 -
60.5.1.8.2.1.



2.3 -
60.5.1.8.2.1.



3.1 -
66.9.4.3.



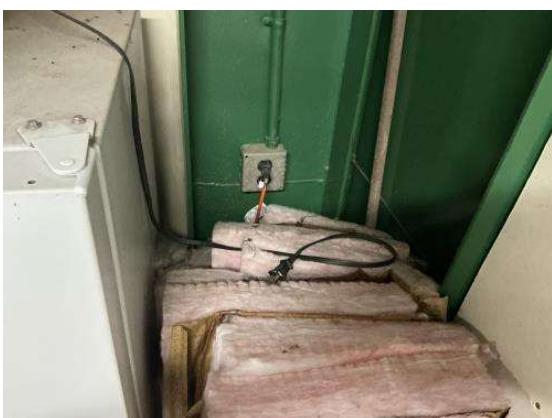
4.1 - 11.1.8.



5.1 -
11.1.5.6*.



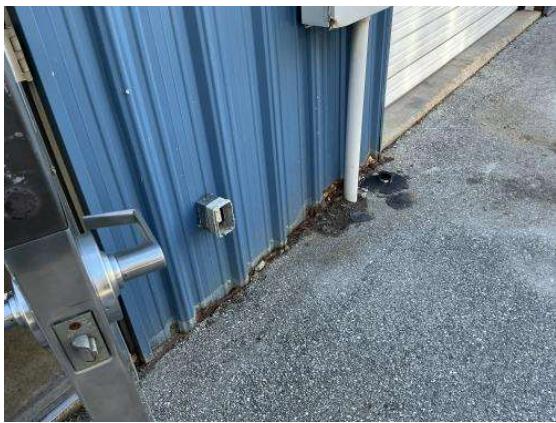
6.1 -
11.1.5.6*.



7.1 -
12.3.3.1.1.



8.1 - 11.1.8.



Ref: 125534