

Housekeeping Inspection – Safety Checklist

Floors	Yes	No	N/A	Comments & Action Needed	Completed Date
1. Are floors clean?					
2. Are the floor and work area congested?					
3. Are floors free of liquids?					
4. Do the floors need an anti-slip covering?					
5. Are signs in use to warn of slippery areas and wet floors?					
6. Is the work area free of tripping hazards such as cords, boxes, loose flooring, etc.?					
7. Are used/unwanted materials lying on the floor?					
Aisles & Stairways	Yes	No	N/A	Comments & Action Needed	Completed Date
8. Are aisles and stairways unobstructed and clearly marked?					
9. Are pallets, skids and boxes out of the aisles?					
10. Are the aisles and stairways properly lighted?					
11. Are stairways and landings free of storage?					
12. Are stairways and aisles clear of debris and liquids?					
13. Are steps free of defects and treads in good repair?					
14. Are aisles and passageways kept clean?					
Exits	Yes	No	N/A	Comments & Action Needed	Completed Date
15. Are exits clear and free of any objects?					
16. Are exits marked properly and exit lights properly illuminated?					
Combustibles & Flammables	Yes	No	N/A	Comments & Action Needed	Completed Date
17. Are flammables stored in flammable cabinets?					

18. Are combustibles and flammables stored in appropriate, approved containers?					
Storage	Yes	No	N/A	Comments & Action Needed	Completed Date
19. Are boxes and pallets stacked in an orderly fashion?					
20. Are storage materials placed in such a manner not to interfere with workers or the flow of materials?					
21. Are all storage areas clearly marked?					
Machinery, Tools, & Equipment	Yes	No	N/A	Comments & Action Needed	Completed Date
22. Are tools and/or equipment stored in designated areas when not in use?					
23. Are individual work areas kept clean, organized and orderly?					
24. Are machinery and/or equipment checked weekly for leaks and any leaks repaired and cleaned up?					
25. Are tools, machinery and equipment cleaned on a regular basis?					
Waste Disposal & Chemicals	Yes	No	N/A	Comments & Action Needed	Completed Date
26. Is all trash and/or waste collected and placed in designated and/or appropriate containers?					
27. Is all trash/waste taken out for collection on a regular basis?					
28. Are separate approved containers provided to separate waste (i.e. trash, oil, used rags, hazardous waste, flammables, etc.)?					
29. Are all chemical containers properly labeled and stored in designated areas?					
General Housekeeping	Yes	No	N/A	Comments & Action Needed	Completed Date
30. Has the housekeeping policy been reviewed with all employees?					
31. Do all employees understand housekeeping, material handling and storage procedures?					

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