



FACILITIES HOUSEKEEPING INSPECTION FORM

Check each item in the appropriate weekly column for items that are in proper operating condition. If the item is defective, mark it with an X, explain in the comments section below, and advise the supervisor. If an item is not applicable, write "NA" in the box. Add other appropriate items to the list as necessary.

Date:						
Site/Facility:						
Conducted by:						
Signatures:						
Sr.	Description	Week 1	Week 2	Week 3	Week 4	Week 5
1.0.	Floors and Other Areas					
1.1.	Are floors clean and clear of waste?					
1.2.	Are signs posted to warn of wet floors?					
1.3.	Are floors in good condition? Are there holes, worn or loose tile or carpet sticking up?					
1.4.	Are personal items, such as clothing and lunch boxes, in assigned lockers or storage areas?					
1.5.	Is the work area cluttered?					
2.0.	Aisles and Stairways					
2.1.	Are aisles unobstructed and marked?					
2.2.	Are aisles wide enough to accommodate workers and equipment comfortably? 3ft					
2.3.	Is the workplace lighting adequate? Are Stairs well-lit?					
2.4.	Are faulty stair treads repaired?					
3.0.	Spill Control					
3.1.	Are all spills wiped up?					
3.2.	Are procedures followed as indicated on the safety data sheets?					
3.3.	Are spill absorbents used for greasy, oily, flammable or toxic material?					
3.4.	Are used rags and absorbents disposed of promptly and safely?					
4.0.	Waste Disposal					
4.1.	Is there an adequate number of waste containers?					



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4.2.	Are there separate and approved containers for toxic and flammable waste?					
4.3.	Are waste containers located where the waste is produced and labelled?					
4.4.	Are toxic and flammable waste chemicals handled properly?					
5.0.	Storage					
5.1.	Is material stacked securely, blocked or interlocked if possible?					
5.2.	Are materials stored in areas that do not obstruct stairs, fire escapes, exits or firefighting equipment?					
5.3.	Are materials stored in areas that do not interfere with workers or the flow of material?					
5.4.	Are bins and racks provided where material cannot be piled?					
5.5.	Are all storage areas marked?					
5.6.	Do workers understand material storage and handling procedures?					
6.0.	Fire Prevention					
6.1.	Are combustible and flammable materials present only in the quantities needed for the job at hand?					
6.2.	Are combustible and flammable materials kept in safety cans during use?					
6.3.	Are sprinkler heads clear of stored material?					
6.4.	Flammable Storage cabinets labeled "Flammable".					
6.5.	Are fire extinguishers inspected and mounted?					
6.6.	Are oily or greasy rags placed in metal containers and disposed of through waste management?					
7.0.	Chemical Storage & Safety					
7.1.	Chemical containers are properly labelled, stored, and closed when not in use.					
7.2.	Refrigerators/Freezers properly labelled.					
7.3.	Chemical stocks purged of old, outdated, and unusable chemicals.					
7.4.	Compressed Air and Compressed Gasses					
7.5.	Compressed air 30 psi or less for machine/part cleaning, 10 psi for clothing.					
7.6.	Gas cylinders are legibly marked as to their contents.					
7.7.	Gas cylinders are stored away from high heat, flames, etc.					



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7.8.	Gas cylinders, valves, couplings, and regulators are kept free of oil and grease.					
7.9.	Empty gas cylinders labelled "Empty" closed, and caps on.					
8.0.	Hazardous Waste & Material Disposal and Recycling					
8.1.	Fluorescent, HID, and Mercury vapour lamps are recycled properly.					
8.2.	Non-alkaline batteries (lead acid, Ni-cad, silver, etc.) are managed for recycling.					
9.0.	Manuals, Training, SOP's, SDS's					
9.1.	Standard Operating Procedures & Safety Data Sheets readily available.					
9.2.	Safety Equipment and Emergency Preparedness					
9.3.	Eyewash & safety shower unobstructed and inspected as required.					
9.4.	Appropriate spill kit available and stocked.					
9.5.	Emergency contact information is posted at the entrance.					
10.0.	Electrical Safety					
10.1.	Extension cords are not used as permanent wiring.					
10.2.	Extension cords and power strips are not daisy-chained one to another.					
10.3.	Electrical cords not under carpet/rugs, through doorways, or in high-traffic areas.					
10.4.	Power cords are in good condition with no splices or broken insulation.					
10.5.	Grounding prongs not removed from 3-way plugs.					
10.6.	Outlet, switch and junction box covers are in place and good repair.					
10.7.	Electrical outlets not overloaded with appliances, i.e. splitters used.					
10.8.	Energized parts, circuits, and equipment guarded against accidental contact.					
11.0.	General Work Environment & Indoor Air Quality					
11.1.	Noise levels are within acceptable limits or engineering controls established.					
11.2.	Areas with high noise levels and hearing protection are required to be used.					

Managers Signature:		Date:	
Safety Team Member Signature:		Date:	



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Comment: Please scan completed Housekeeping Inspection forms and send them to [YOUR COMPANY] monthly for safety incentive points.