

MONTHLY HOUSEKEEPING INSPECTION SHEET

DEPARTMENT _____

TODAY'S DATE : _____

INSPECTED BY : _____

<u>FIRE HAZARDS</u>	<u>PASS</u>	<u>FAIL</u>	<u>N/A</u>	<u>COMMENTS</u>
Are fire extinguishers checked, tagged and accessible?				
Are fire extinguishers proper types for exposure?				
Are fire extinguishers blocked or obscured?				
Are fire escape routes adequate, accessible and safe?				
Are solvents/flammables properly stored and handled?				
Are all areas clear of flammable waste and rubbish?				

<u>FLOORS</u>	<u>PASS</u>	<u>FAIL</u>	<u>N/A</u>	<u>COMMENTS</u>
Are floors clear of trip hazards (cords, boxes, etc.)?				
Is surface free of slipperiness, etc.?				
Are permanent and temporary openings properly guarded?				

<u>STAIRS</u>	<u>PASS</u>	<u>FAIL</u>	<u>N/A</u>	<u>COMMENTS</u>
Is light adequate and maintained?				
Are beams and stringers in safe condition?				
Are stairs free of broken or split treads?				
Are handrails adequate and secure?				

<u>RAMPS AND PLATFORMS</u>	<u>PASS</u>	<u>FAIL</u>	<u>N/A</u>	<u>COMMENTS</u>
Are ramps and platforms of adequate strength?				
Are surfaces unobstructed and non-slip?				
Are handrails and toeboards adequate and secure?				

<u>GENERAL CONDITIONS</u>	<u>PASS</u>	<u>FAIL</u>	<u>N/A</u>	<u>COMMENTS</u>
Is First-Aid equipment adequate and properly used?				
Proper lighting throughout job location?				
Is there adequate ventilation throughout?				
Is housekeeping adequate?				
Are MSDS sheets readily available?				
Are tools properly maintained?				
Is adequate safety equipment and clothing provided?				

<u>MACHINE HAZARDS</u>	<u>PASS</u>	<u>FAIL</u>	<u>N/A</u>	<u>COMMENTS</u>
Gears, pulleys, machine parts properly guarded?				
Safety type setscrews throughout?				
Are points of operation properly guarded?				
Are guards interlocked where necessary?				

<u>UNSAFE PRACTICES</u>	<u>PASS</u>	<u>FAIL</u>	<u>N/A</u>	<u>COMMENTS</u>
Existence of unsafe practices?				
Personal protective equipment used?				
Following safety rules?				

<u>ELECTRICAL EQUIPMENT</u>	<u>PASS</u>	<u>FAIL</u>	<u>N/A</u>	<u>COMMENTS</u>
Switchboard, transformers, wiring and controls adequate?				
Apparatus marked, grounded and guarded?				
Are portable tools/equipment grounded?				
Are lines marked for voltage?				
Adequate lock-out devices?				

<u>OTHER</u>	<u>PASS</u>	<u>FAIL</u>	<u>N/A</u>	<u>COMMENTS</u>