

# Housekeeping Checklist

<b>Location/Department:</b>				<b>Date of Inspection:</b>
<b>Inspectors:</b>				
<b>Corrective Actions:</b>				
<b>Work order/memos were issued:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, date issued:</b>				
The following safety and health checklist is based on OSHA standards. It may not include <i>all</i> conditions, as it is intended to be used only as a guide.				
Topic Description	Yes	No	N/A	Comments
Are stairs, floors and aisles kept clear?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are boxes, cords, cables and hoses placed on surfaces above floor level?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are items put away when they are not in use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are items kept out of harm's way when temporarily settling them aside?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are sharp tools kept in sheaths?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Do employees cover or sand rough, splintered surfaces or edges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are flammable liquids kept in properly covered containers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are extension cords used only temporarily?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Is dust and lint kept from building up on machinery and work surfaces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are flammable rags disposed of in tightly closed metal containers that are emptied daily?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are chemical containers kept closed when not in use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are chemical containers inspected regularly for leaks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Are small chemical spills cleaned up immediately, following the MSDS procedures and company policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	