

Housekeeping Checklist

Location/Department:				Date of Inspection:
Inspectors:				
Corrective Actions:				
Work order/memos were issued: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date issued:				
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 setting 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 closed and labeled 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 SDS procedures and company policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Is stock stored in an orderly stable manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Is ample lighting available in the workspace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	