Housekeeping inspection checklist

Date _____ **Area or building** _____

Inspector _____ **Shift** _____

Work in the area today _____ **Follow-up due by** _____

Walkways and floors	Pass	Fail	N/A
Aisles and walkways are clear	☐	☐	☐
Floors are free of spills, water, ice and debris	☐	☐	☐
Cords, hoses and cables are off the walking path or covered	☐	☐	☐
Floor openings are covered or barricaded	☐	☐	☐
Stairs and steps are clear and in good condition	☐	☐	☐
Lighting is working where people walk	☐	☐	☐

Storage and materials	Pass	Fail	N/A
Materials are stacked stable and not too high to fall	☐	☐	☐
Items are stored in their place	☐	☐	☐
Nothing is stored in front of exits, panels or extinguishers	☐	☐	☐
Flammable and chemical containers are labeled and closed	☐	☐	☐
Tools are put away when not in use	☐	☐	☐

Waste and cleanup	Pass	Fail	N/A
Trash and scrap are in the right bins	☐	☐	☐
Bins aren't overflowing	☐	☐	☐
Oily rags and combustible waste are stored as your procedure says	☐	☐	☐
Spill kit is stocked and in reach	☐	☐	☐
Break area and restrooms are clean	☐	☐	☐

Follow-up	Pass	Fail	N/A
Every problem has a name and a due date	☐	☐	☐
Last week's problems are closed	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com