

Safety Inspection Checklist - Housekeeping

| Items/Areas in Need of Inspection | Yes | No | N/A |
|---|-----|----|-----|
| Housekeeping closets/rooms are maintained in good order and locked when not in use | | | |
| Chemicals are properly labeled in accordance with Hazard Communication GHS | | | |
| Safety Data Sheets (SDS) are readily available for each chemical used/stored | | | |
| Secondary containers used for spraying cleaning chemicals are properly labeled in accordance with Hazard Communication GHS requirements | | | |
| Chemicals removed from carts and properly stored when not use | | | |
| Electrical equipment properly maintained and in good repair | | | |
| Housekeeping carts in good repair and easily maneuverable – regularly inspected | | | |
| Extension cords and electrical cords on equipment in good repair free from frays and damage. Ground plug is not missing | | | |
| Linen and laundry carts regularly maintained and in good repair | | | |
| Carts provided with spring loaded bottom to reduce repetitive bending when retrieving laundry from carts | | | |
| No extension cords set up as permanent use | | | |
| Plumbed eyewash station provided where corrosive chemicals are used | | | |
| No throw rugs allowed as this creates trip hazard | | | |
| Anti-fatigue mats provided in areas where long periods of standing may be required | | | |
| Dryer is vented to the outside | | | |
| Dryer lint trap regularly cleaned and maintained | | | |
| Washer and dryer equipment regularly maintained per manufacturer’s guidelines | | | |
| Wet floor signage consistently utilized after mopping or cleaning of spills | | | |
| Floor drains near washer maintained and kept clean and functional | | | |
| Personal protective equipment such as gloves and safety glasses readily available and in good condition | | | |

| Comments: |
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Completed by: _____

Date: _____

Administrator Signature: _____