

Safety Inspection Checklist – Maintenance

Items/Areas in Need of Inspection	Yes	No	N/A
Ladders and step stools are available for reaching items overhead			
Safety stickers on ladders readily visible and in good repair			
Electrical tools and equipment properly maintained and in good repair			
Mechanical equipment, such as air compressors, properly maintained and in good repair			
Hand tools in good repair and properly stored in an organized fashion			
The correct tools and equipment are used for the job they are designed			
Extension cords free from frayed areas, have ground prong and in good repair. All worn cords discarded and replaced			
Light bulbs and fluorescent tube lights in good repair with appropriate size used			
Floors clean and free from debris, cracks, holes and other slip/trip hazards			
Flammable liquids, including spray aerosols are stored in an approved, vented cabinet			
Chemicals are properly labeled in accordance with Hazard Communication GHS			
Safety Data Sheets (SDS) are readily available for each chemical used/stored			
Lighter items are stored on top shelves while heavier items are stored below			
An 18" clearance is maintained between the ceiling and items on top storage racks			
Storage racks are secured and put together for earthquake safety			
Overall premises regularly inspected with repairs made as necessary			
Spills are cleaned immediately			
Prompt response required where safety issues are noted for repair/in need of attention			
Plumbed eye wash stations available and in good working repair for areas where corrosive chemicals are used/stored			
HVAC system regularly inspected and maintained in good repair			
Fire alarm and other emergency response systems regularly inspected/tested and working properly			

Items/Areas in Need of Inspection Continued	Yes	No	N/A
Plumbing throughout the facility is properly maintained and in good working condition			
Walkways, exterior patios, parking lots and sidewalks regularly maintained and in good repair free from holes, cracks, and debris			
No overgrowth of vegetation, grass growing through cracks in sidewalks creating a trip hazard			
Fire extinguishers properly mounted throughout and checked monthly in house to ensure they are charged			
Facility vehicles are regularly maintained			

Comments:

Completed by: _____

Date: _____

Administrator Signature: _____