

Housekeeping Checklist



NAME OF STAFF MEMBER:	POSITION/JOB:
SCHOOL:	DATE:

This checklist has been developed to assist in the identification of risks associated with poor housekeeping. If hazards have been identified, ensure appropriate control measures are implemented.

QUESTIONS	YES/NO
Are storage areas generally clean and tidy?	
Are storage facilities adequate for the amount & type of equipment?	
Is security for equipment storage adequate?	
Are free standing shelves and cupboards secured for stability?	
Are heavy items stored at a suitable height?	
Are items stored within shelves with no overhangs?	
Are containers used for storage suitable and clearly labelled?	
Is there adequate light in the storage area?	
Are all small loose items secured in appropriate storage?	
Are all fuels, oils and gas cylinders stored separately to other chemicals and in a well-ventilated area?	
Is the housekeeping in the area of an acceptable standard?	
Are school driveways and footpaths clear of material?	
Are there adequate empty bins/skips available for rubbish disposal?	
STAFF MEMBER SIGNATURE:	
PRINCIPAL NAME AND SIGNATURE(if applicable):	