HOUSEKEEPING CHECKLIST

STORAGE

- ☐ Adequate and convenient racks and bins available
- ☐ Materials stored in racks and bins wherever possible
- ☐ Shelves free of dust and rubbish
- ☐ Stacks stable with good foundations
- ☐ Stacked layers "interlinked" where possible
- ☐ Floor around stacks and racks clear of rubbish
- ☐ Required materials taken from top of stacks - not pulled out from bottom

STAFF AMENITIES

- ☐ Washrooms clean
- ☐ Toilets clean
- ☐ Lockers clean
- ☐ Newspapers, lunch papers etc in rubbish bins
- ☐ Meal room clean and tidy

LADDERS & STEPS

- ☐ Stored in proper place
- ☐ No broken or missing rungs or other defects
- ☐ Rubber feet fitted where possible

YARD AREA

- ☐ Clean and free of rubbish
- ☐ Even surfaces – no holes
- ☐ Ramps/steps not too steep or slippery

WINDOWS

- ☐ Clean, admitting sufficient daylight
- ☐ No broken window panes
- ☐ Ledges free of dust, tins, articles etc

FIRE PROTECTION

- ☐ Correct type of extinguisher in place and serviced
- ☐ Adequate notices for direction and evacuation
- ☐ Exit doors easily opened from inside
- ☐ Exit clear of obstructions

STAIRS AND LANDINGS

- ☐ No worn or broken stair treads
- ☐ Handrails solid and in good repair
- ☐ Landings clear of obstructions

FLOORS

- ☐ Even surfaces - no holes
- ☐ Loose boards nailed down
- ☐ Clear of obstacles
- ☐ Oil and grease spots cleaned up
- ☐ Process waste cleared, eg rags, sawdust etc
- ☐ Stock material stored away
- ☐ Special attention to areas around machines
- ☐ Floor openings on upper floors barricaded securely

AISLES

- ☐ Wide enough for goods traffic
- ☐ Markers in place and clearly identified
- ☐ Clear of materials and rubbish
- ☐ Clear of trolleys, hand trucks etc
- ☐ Clear of electrical cords
- ☐ No objects intruding into aisle

WORK BENCHES

- ☐ Clear of rubbish
- ☐ Tools not in use kept in correct place
- ☐ Damaged tools clearly labelled

RUBBISH

- ☐ Bins located at suitable points
- ☐ Bins emptied regularly
- ☐ Combustible material in covered metal containers

FIRST AID

- ☐ Cabinets clearly marked
- ☐ Regularly inspected and updated

LIGHT FITTINGS AND WALLS

- ☐ Shades clean and in good repair
- ☐ No bulbs need replacing
- ☐ Walls clean and free from defects

ELECTRICITY

- ☐ Equipment not in use kept in correct place
- ☐ No broken plugs, sockets or switches
- ☐ No frayed or defective cords
- ☐ Portable tools in good condition
- ☐ Labels fitted to confirm inspections
- ☐ Isolating transformer or RCD in use

Staff Name: _____

Staff Signature: _____

Date: _____