



MONTHLY GENERAL SAFETY/HOUSEKEEPING INSPECTION CHECKLIST CAMPUS WIDE

Date of Inspection: _____ Inspection Conducted by: _____

Campus: _____

Check the items below in the appropriate column as **YES** or **NO**

ITEMS INSPECTED	YES	NO
1. Are all aisles and walkways free from tripping hazards?		
2. Are all floors free from litter and/or spilled liquids?		
3. Are fire extinguishers adequately supplied, properly located and maintained?		
4. Have fire extinguishers been inspected? (Monthly)		
5. Are tools and materials properly stored?		
6. Are all flammable materials (gasoline, paint, aerosol cans, etc.) stored in approved containers and stored in a safe location?		
7. Are all electrical distribution panels properly maintained? Panel doors closed?		
8. Are cover plates for electrical switches or receptacles cracked or broken?		
9. Are all tools, machines, and equipment in safe working condition?		
10. Is personal protective equipment available to all workers? (Eye protection, particle masks, Ear plugs, etc.)		
11. Are all electrical extension cords in safe condition and not used to carry excessive loads?		
12. There is no temporary wiring in evidence.		
13. Are all areas on the campus clear of clutter or any unnecessary items?		
14. Have the smoke detector batteries been tested?		
15. Are the exit lights working properly?		
16. Are the emergency lights working properly?		
17. Has the electrical maintenance inspection been done? (June, December & January)		
18. Are the restrooms kept clean and floors dry?		
19. Are warning signs posted near cleaning areas, repair work, or redecorating efforts?		
21. Are the grounds neat and well kept? (Grass, sidewalk edges, etc.)		
22. Have fleet vehicles been inspected?		
DEFICIENCIES NOTED:		
Corrective Action to Resolve Deficiencies:		
Date of Corrective Action:		
Other Unsafe Conditions Noted:		