

# Housekeeping Safety Checklist

Use this form for routine housekeeping inspections. Keep signed records for audits.

Facility/Area:		Location:	
Inspection Date (YYYY-MM-DD):		Inspector Name:	
Supervisor Sign-Off:		Frequency (daily/weekly/monthly):	

## Inspection Items

Area	Inspection Item	Yes	No	N/A	Notes / Corrective Action
Aisles & Walkways	Aisles clear of obstructions; marked pathways visible	■	■	■	
Aisles & Walkways	Floor surfaces clean, dry, even; trip hazards removed	■	■	■	
Spills & Leaks	Spill response materials available; spills cleaned promptly	■	■	■	
Spills & Leaks	No leaking containers/equipment; drip trays in place	■	■	■	
Waste Management	Bins available; not overflowing; waste segregated & removed on schedule	■	■	■	
Waste Management	Scrap materials, pallets and packaging stored/disposed properly	■	■	■	
Storage & Stacking	Materials stacked stable, below height limits; no overhangs	■	■	■	
Storage & Stacking	Heavy items stored at waist height; frequently used items accessible	■	■	■	
Tools & Equipment	Tools stored properly; shadow boards/racks used; cords managed	■	■	■	
Tools & Equipment	Defective tools tagged out; maintenance area tidy	■	■	■	
Cords & Hoses	Hoses/cables routed safely; no trailing across walkways	■	■	■	
Cords & Hoses	Cable protectors/mats used where crossing is unavoidable	■	■	■	
Entrances & Exits	Emergency exits free of obstruction; doors open freely	■	■	■	
Entrances & Exits	Exit signage illuminated and visible; evacuation routes marked	■	■	■	
Stairs & Platforms	Stairs/steps clean and dry; edges, nosing, and handrails intact	■	■	■	
Stairs & Platforms	Guardrails/toeboards present on platforms/mezzanines	■	■	■	
Lighting & Ventilation	Lighting adequate; blown lamps replaced; natural light unobstructed	■	■	■	
Lighting & Ventilation	Ventilation/extraction operational; vents not blocked	■	■	■	
Hygiene & Welfare	Restrooms, washing points, and canteen areas clean & stocked	■	■	■	
Hygiene & Welfare	Pest control in place; food waste managed	■	■	■	
Fire Safety Housekeeping	Combustibles kept away from ignition sources; hot work areas tidy	■	■	■	
Fire Safety Housekeeping	Extinguishers/hydrants accessible; equipment not used as hooks/props	■	■	■	
Outdoor Areas	Yards and loading areas free of debris; drains & gullies clear	■	■	■	
Outdoor Areas	Weather mats/grit available during rain/snow	■	■	■	
Documentation & Rounds	Housekeeping schedule posted; responsibilities assigned	■	■	■	
Documentation & Rounds	Previous actions closed; inspection log updated	■	■	■	

## Corrective Actions Log

Issue / Hazard	Risk (H/M/L)	Responsible	Target Date	Closed (Y/N)

Inspector Signature:		Date:		Supervisor Signature:		Date:	
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