

Items/Areas in Need of Inspection	Yes	No	N/A
Housekeeping closets/rooms are maintained in good order and locked when not in use			
Chemicals are properly labeled in accordance with Hazard Communication GHS			
Safety Data Sheets (SDS) are readily available for each chemical used/stored			
Secondary containers used for spraying cleaning chemicals are properly labeled in accordance with Hazard Communication GHS requirements			
Chemicals removed from carts and properly stored when not use			
Electrical equipment properly maintained and in good repair			
Housekeeping carts in good repair and easily maneuverable – regularly inspected			
Extension cords and electrical cords on equipment in good repair free from frays and damage. Ground plug is not missing			
Linen and laundry carts regularly maintained and in good repair			
Carts provided with spring loaded bottom to reduce repetitive bending when retrieving laundry from carts			
No extension cords set up as permanent use			
Plumbed eyewash station provided where corrosive chemicals are used			
No throw rugs allowed as this creates trip hazard			
Anti-fatigue mats provided in areas where long periods of standing may be required			
Dryer is vented to the outside			
Dryer lint trap regularly cleaned and maintained			
Washer and dryer equipment regularly maintained per manufacturer's guidelines			
Wet floor signage consistently utilized after mopping or cleaning of spills			
Floor drains near washer maintained and kept clean and functional			
Personal protective equipment such as gloves and safety glasses readily available and in good condition			

Comments:

Completed by: _____

Date: _____

Administrator Signature: _____