

Workplace Inspections Checklist

LOBBY & HOUSE

LOCATION

INSPECTOR(S)

DATE

		Yes	No
A	Floors		
A1	Clean and clear of waste and signs of pests.		
A2	Flooring is free of tripping hazards, such as snags in carpets and cracks in hardwood floor.		
A3	Anti-slip mats and/or other traction devices are in place as needed.		
A4	People flow is unobstructed in lobby, restrooms, queues, and entrances.		
B	Aisles, Stairs, and Elevators		
B1	Unobstructed, marked, lit, and ventilated properly.		
B2	Handrails are installed and secure.		
B3	Aisle lights and house light systems operate as intended.		
B4	Barriers and/or hazard signs are adequate and visible to alert people as needed.		
C	Doors, Windows, and Ceilings		
C1	No signs of water or other damage are found.		
C2	Barriers and/or hazard signs are adequate and visible to alert people as needed.		
D	Electrical		
D1	Switches, cables, cords, and outlets are in good working condition.		
D2	Panels, including Fire System and Plan, are clear and accessible.		
E	Spill Control		
E1	Supplies and procedures are available for spill control.		
E2	Barriers and/or hazard signs are adequate and visible to alert people.		
F	Equipment		
F1	First-aid supplies, fire extinguishers, and exit signage are present and working.		
F2	Equipment is clean and well maintained.		
F3	Appropriate ladders are available and stored securely with chain(s).		
F4	Waste and recycling containers are present and well maintained.		
G	Workers, Contractors, and Volunteers		
G1	Workers, contractors, and volunteers know where muster point(s) are.		
G2	Workers, contractors, and volunteers know how and where to get first-aid assistance.		
G3	Involved parties are aware of hazards, and trained in equipment usage.		
G4	Appropriate footwear is worn by involved parties.		
H	Storage		
H1	Storage areas are safe to access and shelves are not overloaded.		
H2	Items such as furniture, chairs, stationery, etc. are stored securely.		
H3	General housekeeping is maintained.		
	Identified hazards from previous inspection have been resolved.		

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NOTES

Any item on the checklist that was checked under "No" should be explained here. Make any note regarding hazards, questions or concerns you have.

