

HOUSEKEEPING CHECKLIST

Date	
Location	
Completed by	

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable

		OK	AN	N/A
1	All work areas, including walkways, storerooms, service room, and walking-working surfaces, are clean, orderly, and sanitary. [1910.22(a)(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Floors are kept in a dry condition. Where wet processes are used, drainage is maintained and false floors, platforms, mats, or other dry standing places are provided, where practicable, or workers use appropriate waterproof footwear. [1910.141(a)(3)(ii)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Walking-working surfaces, including stairways, do not have hazards like sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, or ice. [1910.22(a)(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	To facilitate cleaning, walking-working surfaces do not have loose boards, splinters, protruding nails, or any unnecessary holes or openings. [1910.141(a)(3)(iii)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Walking-working surfaces are regularly inspected and maintained in a safe condition. [1910.22(d)(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	All walking-working areas are adequately illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Hazardous conditions on walking-working surfaces are corrected immediately or barricaded to prevent use until repaired. [1910.22(d)(2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Trash receptacles do not leak, are able to be thoroughly cleaned, and are maintained in a sanitary condition. [1910.141(a)(4)(i)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Enclosed workplaces are maintained to keep out rodents, insects, and other vermin. [1910.141(a)(5)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	If rodents, insects, or pests are found in the work area, a continuing and effective extermination program is initiated. [1910.141(a)(5)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	An adequate supply of potable water is provided throughout the work facility. [1910.141(b)(1)(i)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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12	Portable drinking water dispensers are kept clean. [1910.141(b)(1)(iii)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Adequate bathroom facilities (including toilets and sinks) are provided, and they are clean and sanitary. [1910.141(c)(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Hand soap is provided in the employee bathrooms. [1910.141(d)(2)(ii)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Paper towels, cloth towels, or air blowers are provided in the employee bathrooms. [1910.141(d)(2)(iv)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Workers do not eat, drink, or store any food or beverages in any areas where hazardous substances or toxic materials are present. [1910.141(g)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	In areas where employees are permitted to eat or drink, waste bins are provided, emptied at least once every working day, and maintained in a sanitary condition. [1910.141(g)(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Storage areas do not create additional hazards and materials are secured in a way to ensure that they won't slide or collapse. [1910.176(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Storage areas are maintained to ensure there are no tripping, fire, explosion, or pest hazards. [1910.176(c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Combustible scrap, debris, and waste materials (oily rags, etc.) are kept to a minimum, stored in covered metal receptacles, and disposed of daily. [1910.106(e)(9)(iii)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	While cleaning, if combustible dust is a potential hazard, vacuuming and non-vigorous sweeping are used in place of blowing down with compressed air.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	When it is necessary to blow down in place of vacuuming and sweeping, compressed air pressure is limited to 30 psi, and dust clouds are kept to a minimum. [1910.242(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	At least 3 feet of clearance is maintained in front of electrical panels for safe access. [1910.303(g)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Exit routes are not obstructed by materials or equipment, even temporarily. [1910.37(a)(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Action Needed Items and Additional Notes:

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