



Housekeeping and Facility Inspection Checklists

Checklists are a good way to identify and correct potential slip and fall exposures before injuries occur. Housekeeping staff, safety teams and maintenance employees should be encouraged to use checklists and schedules to maintain quality and ensure consistency.

Documents such as this provide a systematic way of targeting areas where potential slip and fall exposures are present while uncovering potential problems that may unknowingly exist. Deficiencies noted during housekeeping activities and inspections can be recorded, corrective action put into place and items tracked until they are completed.

The frequency of the inspections may vary depending on the particular items listed, size of the organization and weather forecasts predicting inclement conditions. Below is a generic checklist that was created to help you get started on developing your own inspection document. Print this checklist and take it with you during a tour of your facility. Add additional items and create your own form based on the findings of the tour and slip and fall exposures unique to your building and grounds.

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Parking Lots:

| Item | Satisfactory | Not Satisfactory — Action Needed |
|---|--------------|----------------------------------|
| Formal snow and ice removal procedures are in place. | | |
| Lot is clear of snow and ice accumulation. | | |
| Salt or ice melter is applied as needed. | | |
| Extra salt or ice melter is kept on hand for changing weather conditions. | | |
| Snow is pushed to a safe area and snow piles do not obstruct vision of traffic and pedestrians. | | |
| Lot is free of potholes, cracks and other trip hazards. | | |
| Curbs are in good condition with no broken sections. | | |
| Designated pedestrian pathways leading to the building are clear and free of snow and ice. | | |
| Makeshift paths through landscaping and unplowed areas are marked with signage. | | |
| Caution signs or cones are available to mark hazardous areas or ground under repair. | | |
| Handicap ramps from the lot to the sidewalk are clear. | | |
| Curb, gutters, grates, collection basins and drain pipes are clear for melting water run off. | | |
| Lighting systems are operable. | | |
| Other: | | |

Sidewalks

| Item | Satisfactory | Not Satisfactory — Action Needed |
|---|--------------|----------------------------------|
| Sidewalks are clear of snow and ice accumulation. | | |
| Surfaces are in good repair without cracks, uneven sections, upheaval and other damage. | | |
| Edges of the sidewalk are clear and visible. | | |
| Excess salt or surface treatment materials are removed after melting. | | |
| Other: | | |

Exterior Steps and Ramps

| Item | Satisfactory | Not Satisfactory — Action Needed |
|--|--------------|-------------------------------------|
| Ramps and steps are clear of snow and ice. | | |
| Ramp and steps are in good condition without any damage noted. | | |
| Handrails are present and in good condition. | | |
| Area is properly illuminated and lighting systems are all working. | | |
| Other: | | |

Building Entrances, Foyers and Exits

| Item | Satisfactory | Not Satisfactory — Action Needed |
|---|--------------|-------------------------------------|
| Entrance/exit floors are clean, dry and free of obstructions. | | |
| Entrance doors open smoothly and are undamaged. | | |
| Seasonal slip and fall signs or window clings are placed on exit doors at eye level. | | |
| The correct cleaning compounds are used for floors. | | |
| Entrance mats are used to collect water, snow and ice from pedestrian traffic. Mats have no curls, tears or damage. Mats have rubber backing to prevent movement. | | |
| Extra mats are on hand and rotated when saturated. | | |
| Area is properly illuminated and lighting systems are all working. | | |
| Caution signs or cones are available and used when needed. | | |
| Handrails are present and in good condition. | | |
| Other: | | |

Interior Hallways and Work Areas

| Item | Satisfactory | Not Satisfactory — Action Needed |
|--|--------------|-------------------------------------|
| Floor mats and carpet runners are in good condition. No damage exists. | | |
| Wall-to-wall carpet is in good condition. | | |
| Aisles in hallways and general work areas are clear of electrical cords, boxes, open drawers and other obstructions or debris. | | |
| Other: | | |

Interior Stairways

| Item | Satisfactory | Not Satisfactory — Action Needed |
|--|--------------|----------------------------------|
| Stairways are clear of obstructions and debris. | | |
| Stair treads are secure and carpeting or tile is in good condition. | | |
| Handrails are present and in good condition. | | |
| Stairways are properly illuminated and lighting systems are all working. | | |
| Stairway landings have slip-proof mats or strips. | | |
| Other: | | |

General Housekeeping: Cafeterias, Kitchens, Breakrooms, Restrooms

| Item | Satisfactory | Not Satisfactory — Action Needed |
|---|--------------|----------------------------------|
| Written schedules are in place and posted in breakrooms, cafeterias, kitchens, restrooms and other similar common rooms. | | |
| Cafeterias/Kitchens — the cleaning schedule is being completed during the day. Floor areas are clean, dry and in good repair. No water, grease or other materials are on the floor. Lighting is working properly. | | |
| Breakrooms — the cleaning schedule is being completed during the day. Floor areas are clean, dry and in good repair. Lighting is working properly. | | |
| Restrooms — the cleaning schedule is being completed during the day. Floor areas are clean, dry and in good repair. Lighting is working properly. | | |
| Housekeeping carts with cleanup materials, supplies and caution signs are in place. | | |
| Other: | | |

