

HOUSEKEEPING CHECKLIST

**SAMPLE HOUSEKEEPING CHECKLIST
(can be modified as required)**

Meets standard v
Doesn't meet Standard x

Comments

Aisles		
Clean		
Clear		
Well-marked		
Exits and Entrances		
Clear		
Well-marked		
Free of ice, snow, water, other obstructions		
Hand and Portable Tools		
Properly stored when not in use		
Fire Fighting Equipment		
Clearly marked		
Accessible		
Floors		
Clean		
Clear		
In good condition		
Well-drained		
Ladders		
In good condition		
Free of grease/oil		
Secure when in use/not in use		
Lighting		
Adequate		
Clean		
Machines		
Clean		
Clear		
In good condition		
Roadways, Parking Areas		
In good repair		
Well-marked		
Clear of ice, snow		
Signs, Tags		
Adequate		
Appropriate		
Clean		
Stacking and Storage		
Aisles clear		
Stacks stable, secure		
Well labeled		
Area clean and clear		
Stairs		
Non-slip tread		
Clean		
Clear		
In good condition		
Ventilation System		
Clean		
Clear		
Waste Disposal		
Adequate number of bins		
Separate and approved containers for oily rags, flammable scraps, etc		

Initials of person doing walk through: _____

Date: _____