



Waste Storage and Disposal Area Inspection Checklist

Complete

Score	54 / 56 (96.43%)	Flagged items	2	Actions	2
Conducted on					27.03.2026
Location					653 11th Ave, New York, NY 10036, USA (40.7645714, -73.9959839)
Prepared by					Lorinda Rowanne
Department/Team					EHS Department
Role/Position					Facility Officer

Flagged items & Actions

2 flagged, 2 actions

Flagged items

2 flagged, 2 actions

Waste Storage and Disposal Area Inspection / Physical Area and Pest Control / Structural Integrity

Is lighting adequate and fully operational?

No

The lightbulb in the recycling storage unit is broken.



Photo 1

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 03.04.2026 15:03 PST | Created by: SafetyCulture Staff

Replace the lightbulb.

Replace the broken lightbulb in the recycling storage unit.

Waste Storage and Disposal Area Inspection / Physical Area and Pest Control / Bin Covers

Are bins kept closed when not in use?

No

Two of the waste bins in the storage area are left open.



Photo 2

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 03.04.2026 15:36 PST | Created by: SafetyCulture Staff

Close the waste bins.

Close the two open waste bins in the storage area.

Other actions

0 actions

Waste Storage and Disposal Area Inspection

2 flagged, 2 actions, 50 / 52 (96.15%)

Answer each item with Yes or No.

If your answer is No, snap a quick photo or add a photo of the issue under the relevant question before moving on.

Physical Area and Pest Control

2 flagged, 2 actions, 17 / 19 (89.47%)

Structural Integrity

1 flagged, 1 action, 6 / 7 (85.71%)

Are floors properly sealed, free from cracks, and easy to clean?

Yes

Are walls and ceilings free from cracks, holes, or water damage?

Yes

Are drains functioning properly and clear of blockages?

Yes

Are drain covers securely in place?

Yes

Is lighting adequate and fully operational?

No

The lightbulb in the recycling storage unit is broken.



Photo 1

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Replace the lightbulb.

Replace the broken lightbulb in the recycling storage unit.

Do doors close fully and seal tightly?

Yes

Is the area free from water pooling or leaks?

Yes

Odors

3 / 3 (100%)

Is the waste area free from strong or persistent foul odors?

Yes

Are odors contained within the waste area?

Yes

Have any unusual smells been investigated?

Yes

Bin Covers

1 flagged, 1 action, 4 / 5 (80%)

Do all bins have fitted lids? Yes

Do bin lids close fully? Yes

Are bins kept closed when not in use? No

Two of the waste bins in the storage area are left open.



Photo 2

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 03.04.2026 15:36 PST | Created by: SafetyCulture Staff

Close the waste bins.

Close the two open waste bins in the storage area.

Are all bin lids free of damage? Yes

Are external dumpsters secured and locked if required? Yes

Pest Activity 4 / 4 (100%)

Is the waste area free from signs of pest activity, including droppings, nesting materials, gnaw marks, and holes or gaps in bins, walls, or doors? Yes

Are pest control devices in place? Yes

Are pest control devices serviced as scheduled? Yes

Is the pest control log up to date? Yes

Hygiene and Sanitation 10 / 10 (100%)

Cleaning Schedule and General Housekeeping 5 / 5 (100%)

Is the cleaning schedule displayed? Yes

Is the cleaning schedule current? Yes

Are cleaning tasks signed off by the responsible team member? Yes

Has the waste area been cleaned as scheduled, including deep cleaning where required? Yes

Is waste stored separately from food, packaging, and clean Yes

equipment?	
Chemical Usage	5 / 5 (100%)
Are only approved chemicals stored onsite?	Yes
Are all chemicals clearly labeled?	Yes
Are safety data sheets accessible?	Yes
Are chemicals stored away from food or food contact items?	Yes
Are chemicals diluted according to manufacturer instructions?	Yes
Waste Segregation and Labeling	6 / 6 (100%)
Is waste placed in the correct bins?	Yes
Are recycling streams free from contamination?	Yes
Is hazardous waste stored in designated containers?	Yes
Is waste signage clearly displayed?	Yes
Is waste signage undamaged?	Yes
Is waste signage in the correct language for staff?	Yes
Collections and Logistics	11 / 11 (100%)
Scheduled Pickups	3 / 3 (100%)
Is the collection schedule documented?	Yes
Does collection frequency match waste volume?	Yes
Is there a plan in place for overflow if needed?	Yes
Documentation	4 / 4 (100%)
Are waste transfer notes or manifests properly filed?	Yes
Is hazardous waste documentation complete?	Yes
Are records stored in line with local regulations?	Yes
Are waste contractor details up to date?	Yes

Missed Pickups	4 / 4 (100%)
Are all missed collections recorded?	Yes
Has the waste contractor been notified if required?	Yes
Have temporary control measures been put in place?	Yes
Has the issue been escalated if it is a repeat problem?	Yes
Corrective Action and Escalation	6 / 6 (100%)
Are all non-conformances recorded?	Yes
Are corrective actions assigned to a named person?	Yes
Are due dates set for each action?	Yes
Are high-risk issues escalated to management immediately?	Yes
Is a follow-up inspection scheduled where required?	Yes
Are actions verified and signed off once complete?	Yes

Is the waste storage and disposal area compliant with site standards?

Yes

Is the waste area safe for staff access and daily use?

Yes

Are there no high-risk issues requiring immediate action?

Yes

Are all identified issues assigned and tracked to completion?

Yes

Additional Comments

- For follow-up activities:
- Replace the broken lightbulb
 - Close the open waste bins
 - Find the safety data sheets

Inspector Signature

Lorinda Rowanne

Lorinda Rowanne
27.03.2026 15:13 PST

Supervisor Signature (if applicable)

Cybill Aileen

Cybill Aileen
27.03.2026 15:14 PST

Media summary



Photo 1



Photo 2