



Housekeeping Checklist (Workplace)

Green Roads / 17 Jul 2018 / Hawke Tethras

Complete

Score	36 / 42 (85.71%)	Flagged items	6	Actions	0
Client / Site	Green Roads				
Conducted on (Date and Time)	17 Jul 2018 13:32 PST				
Inspected by	Hawke Tethras				
Location	Garden of Dreams Kathmandu Nepal (27.71423788060136, 85.31489984959852)				

Flagged items

6 flagged

Audit / Floors and Other Areas

Are signs posted to warn of wet floors?

No

Signage exists in the facility but wasn't used in this instance.



Photo 2

Audit / Floors and Other Areas

Are floors in good condition (no holes, worn or loose planks or carpet sticking up)?

No

Part of the carpet is torn and needs to be fixed.

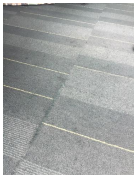


Photo 3

Audit / Spill Control

Are all spills wiped up quickly?

No

The spill with no signage wasn't wiped immediately.

Audit / Waste Disposal

Are there separate and approved containers for toxic and flammable waste?

No

There's no bin for toxic materials.

Audit / Storage Area

Are all storage areas clearly marked?

No

Some do not have labels.

Audit / Fire Prevention

Are oily or greasy rags placed in metal containers and disposed of regularly?

No

There's no metal container.

Audit

6 flagged, 36 / 42 (85.71%)

General Information

Description of work

Electronics storage.

Take a photo of the workplace



Photo 1

Floors and Other Areas

2 flagged, 7 / 9 (77.78%)

Are floors clean and clear of waste?

Yes

Are signs posted to warn of wet floors?

No

Signage exists in the facility but wasn't used in this instance.



Photo 2

REFERENCE: Signage posted to warn wet floors.
[This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]



Are floors in good condition (no holes, worn or loose planks or carpet sticking up)?

No

Part of the carpet is torn and needs to be fixed.

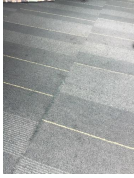


Photo 3

Is anti-slip flooring used where spills, moisture or grease are likely?	Yes
No protruding objects such as nails, sharp corners, open cabinet drawers, trailing electrical wires?	Yes
Are personal items, such as clothing and lunch boxes, in assigned lockers or storage areas? Lockers are available for all employees.	Yes
Is the work area clear?	Yes
Are floors well-drained?	Yes
Are all air vents and filters properly maintained?	Yes



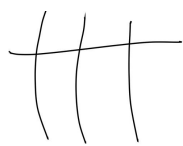
Photo 4

Aisles and Stairways		6 / 6 (100%)
Are aisles unobstructed and clearly marked?		Yes
Are mirrors installed at blind corners?		Yes
Are aisles wide enough to accommodate workers and equipment comfortably?		Yes
Are safe loading practices used with hand and power trucks, skids, or pallets?		N/A
Is the workplace lighting adequate?		Yes
Are stairs well lit?		Yes
Are stairs covered with an anti-slip tread?		Yes
Are faulty stair treads repaired?		N/A
Spill Control		1 flagged, 4 / 5 (80%)

Are all spills wiped up quickly?	No
The spill with no signage wasn't wiped immediately.	
Are procedures followed as indicated on the material safety data sheet?	Yes
Are spill absorbents used for greasy, oily, flammable or toxic materials?	Yes
Are used rags and absorbents disposed of promptly and safely?	Yes
Is a spill area surrounded by a barrier to prevent a spill from spreading?	Yes
Waste Disposal	1 flagged, 3 / 4 (75%)
Are there adequate number of containers?	Yes
Are there separate and approved containers for toxic and flammable waste?	No
There's no bin for toxic materials.	
Are waste containers located where the waste is produced?	Yes
Are waste containers emptied regularly?	Yes
Are toxic and flammable waste chemicals handled properly?	N/A
Equipment and Machinery Maintenance	5 / 5 (100%)
Are all equipment in good working order, with all necessary guards or safety features operational or in place?	Yes
Are tools and machinery inspected regularly for wear or leaks?	Yes
Are all equipment repaired promptly?	Yes
Are drip pans or absorbent materials used if leaks cannot be stopped at the source?	N/A
Are all machine that splashes oil fitted with a screen or splash guard?	N/A
Are machines and tools cleaned regularly?	Yes
Are all tools and unused materials cleaned up after finishing a job or before leaving the job site?	Yes

Storage Area	1 flagged, 6 / 7 (85.71%)
Are storage areas safe and accessible?	Yes
Are all materials stacked securely, blocked or interlocked if possible?	Yes
Are materials stored in areas that do not obstruct stairs, fire escapes, exits or firefighting equipment?	Yes
Are materials stored in areas that do not interfere with workers or the flow of materials?	Yes
Are bins or racks provided where material cannot be piled?	Yes
Are all storage areas clearly marked?	No
Some do not have labels.	
Do workers understand material storage and handling procedures?	Yes
Fire Prevention	1 flagged, 4 / 5 (80%)
Are combustible and flammable materials present only in the quantities needed for the job at hand?	Yes
Are combustible and flammable materials kept in safety cans during use?	N/A
Are hazardous materials stored in approved containers and away from ignition sources?	Yes
Are sprinkler heads clear of stored material?	Yes
Are fire extinguishers inspected and located along commonly travelled routes, and close to possible ignition sources?	Yes
Are oily or greasy rags placed in metal containers and disposed of regularly?	No
There's no metal container.	
Completion	1 / 1 (100%)
Recommendations	
Need to have facility manager check the carpet.	
Overall Rating	Pass

Full Name and Signature of the Inspector

A handwritten signature consisting of three vertical strokes and a horizontal crossbar, resembling a stylized 'H' or 'HHH'.

Hawke Tethras
17 Jul 2018 13:59 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4