

Golden Brown Cleaning Services Inspection Checklist



Date of Inspection

Area Inspected

Inspected by:

Workplace Inspection Checklist

| | OK not ok | Action to be taken | By When | By Whom | Initial on Completion |
|--|--------------|-----------------------|------------|------------|--------------------------|
| Fire | | | | | |
| Are there adequate direction notices for fire exits? | | | | | |
| Are Exit doors easily opened from inside? | | | | | |
| Are Exits clear of obstructions? | | | | | |
| Hose nozzles in retainer | | | | | |
| | | | | | |
| Safety | | | | | |
| Is the necessary personal protective equipment on site and in good working order? | | | | | |
| | | | | | |
| Electrical | | | | | |
| Check that there are: | | | | | |
| No broken plugs, sockets or switches in the building. | | | | | |
| No frayed or damaged leads. | | | | | |
| No temporary leads on floor that could be a hazard | | | | | |
| Tags on electrical equipment | | | | | |
| Are staff carrying out safety checks on their equipment daily? | | | | | |
| | | | | | |
| General Lighting | | | | | |
| Adequate illumination | | | | | |
| Damaged Light fittings | | | | | |
| Emergency lighting operable | | | | | |
| | | | | | |
| Chemicals on Site | | | | | |
| Check with staff that: | | | | | |
| MSDS for all chemicals are visible to staff. | | | | | |
| Containers are clearly and accurately labelled. | | | | | |
| Only approved chemicals are on site. | | | | | |
| Are staff aware of correct chemical usage and dilutions? | | | | | |
| | | | | | |
| First Aid | | | | | |
| Do staff know where to find first aid equipment and emergency numbers when required? | | | | | |