



SAFETY CHECKLIST

DATE _____
 INSPECTED BY _____
 BUILDING NAME _____
 BUILDING NUMBER _____

EQUIPMENT CONDITION	GOOD	BAD	QTY	REPAIRS NEEDED	FOLLOW UP DATE
Vacuums					
Electrical Cords					
Wet & Dry Vacs					
Floor Machines					
Polishers/Hi Speeds					
CHEMICAL CONTAINERS	LABELED	NOT LABELED		ACTION TAKEN	
Bottles					
Gallons					
Quarts					
MSDS BOOK	IN BLDG	NOT IN BLDG		ACTION TAKEN	
Complete					
Incomplete					
JANITORS CLOSET	GOOD	FAIR	BAD	ACTION TAKEN	
Cleanlines					
Orderly					
SUPPLY INVENTORY	STOCKED	LOW STOCK	LAST ORDER	ACTION TAKEN	
Paper Towels					
Toilet Paper					
Seat Covers					
Liners					
Soap					
EMPLOYEE	GOOD	FAIR	BAD	ACTION TAKEN	
Uniforms					
Badge					
BUILDING CONDITION	GOOD	FAIR	BAD	ACTION TAKEN	
Office Areas					
Lobby Area					
Vacuuming					
Restrooms					