

Facility Checklist

Score 100% Flagged items 0 Actions 2

Facility Location New York, NY, USA (40.7127753, -74.0059728)

Inspector Name Sana Cowell

Actions 2 actions

Bathrooms

All equipment and installations are working. (Hand dryers, bidets, toilet flush, soap dispensers, mirrors, etc.)

Fail

To Do | Assignee SafetyCulture Staff | Priority Low | Due 29.12.2022 13:04 PST | Created by S afetyCulture Staff

The hand dryer is loosely attached to the wall. Endorse for reinstallation.

Building Exterior

Lights are in good working order.

Fail

To Do | Assignee SafetyCulture Staff | Priority Low | Due 29.12.2022 13:12 PST | Created by S afetyCulture Staff

One lightbulb for the emergency exit is flickering. For checking or replacement.

Check for damage to surfaces, such as floors, walls, ceilings, doors, and windows.

Some areas failed

The floor tiles have minor damage due to last week's deep cleaning. Also, a part of the ceiling shows some signs of leaking from the second floor.





Photo 1

Photo 2

Make sure there are no obstructions.	Pass	
No trash lying around.	Pass	
Bins are emptied.	Pass	
Toilets are clean.	Pass	
Floors are swept or polished.	Pass	
Lighting in all areas are working.	ок	
Fire extinguishers are sufficient and working.	Fail	
One fire extinguisher needs replacement on the second floor.		
The facility is well-ventilated.	Pass	
Emergency exits are accessible and unobstructed.	Pass	
Safety signs and guide posters (e.g., in event of an emergency) are available.	Pass	

Other comments and observations

The cleaning schedule must be updated and strictly coordinated with the safety teams assigned per week to ensure everything is well-checked before weekends come.

Reception Area	
Reception supplies are enough. (Pens, pencils, paper, staplers with staples, business cards, etc.)	Pass
The water cooler or dispenser is working.	Pass

Other comments and observations

The lighting in the reception area needs to be improved as it can affect the mood of our guests or those who come into our office.

Office	es
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Office supplies are enough. (Pens, pencils, paper, staplers with staples, business cards, etc.)	Pass
The water cooler or dispenser is working.	Pass
Inspect computers and other electronic devices.	Pass

Other comments and observations

N/A

Bathrooms 1 action

Toiletry supplies are enough. (Paper towels, soaps, etc.)

Pass

All equipment and installations are working. (Hand dryers, bidets, toilet flush, soap dispensers, mirrors, etc.)

Fail

To Do | Assignee SafetyCulture Staff | Priority Low | Due 29.12.2022 13:04 PST | Created by S afetyCulture Staff

The hand dryer is loosely attached to the wall. Endorse for reinstallation.

Other comments and observations

N/A

Kitchen	
Kitchen supplies are enough. (Pens, pencils, paper, staplers with staples, business cards, etc.)	Pass
All equipment and installations are working. (Sink, faucet, kettle, microwave, refrigerator, etc.)	Pass

Other comments and observations

The kitchen cleaning schedule must also be updated and coordinated with the housekeeping head.

Storage Storage racks have no damage. Pass Items are stacked safely and stored properly. Fail



Photo 3

Other comments and observations

Propose ideas on how to improve the storage system to avoid messy setups in the future.

Building Exterior	1 action
Doors close tightly	Pass
Windows seal tightly; screens (if used) are in good condition	Pass
Walls and foundation areas clear of vegetation	Pass
Utility service entrances sealed or screened	Pass
Walls/roof line free of holes and cracks	Pass
Roof in good condition and draining properly	Pass
Vents (supply & exhaust) screened and unobstructed	Pass
Parking area and walkway areas are free of debris.	Pass
Lights are in good working order.	Fail

To Do | Assignee SafetyCulture Staff | Priority Low | Due 29.12.2022 13:12 PST | Created by S afetyCulture Staff

One lightbulb for the emergency exit is flickering. For checking or replacement.

Other comments and observations

N/A

Completion

Summary of actions to take

- The floor tiles have minor damage due to last week's deep cleaning. Also, a part of the ceiling shows some signs of leaking from the second floor.
- One fire extinguisher needs replacement on the second floor.
- The cleaning schedule must be updated and strictly coordinated with the safety teams assigned per week to ensure everything is well-checked before weekends come.
- The hand dryer is loosely attached to the wall. Endorse for reinstallation.
- The kitchen cleaning schedule must also be updated and coordinated with the housekeeping head.
- One lightbulb for the emergency exit is flickering. For checking or replacement.

Recommendations or next steps

- The lighting in the reception area needs to be improved as it can affect the mood of our guests or those who come into our office.
- Propose ideas on how to improve the storage system to avoid messy setups in the future.

Inspector name and signature

Sana Cowell

22.12.2022 13:16 PST

Appendix



Photo 1



Photo 3

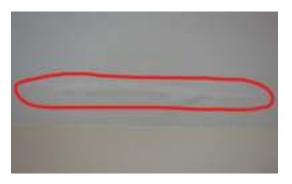


Photo 2