



Facility Checklist

22 Dec 2022 / Sana Cowell

Complete

Score	100%	Flagged items	0	Actions	2
Facility Location					New York, NY, USA (40.7127753, -74.0059728)
Inspection Date					22.12.2022 11:30 PST
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 SafetyCulture 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 SafetyCulture Staff

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

General Checks and Safety Inspection

100%

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.

OK

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.

Offices

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 SafetyCulture 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 SafetyCulture 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.
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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.
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Inspector name and signature



Sana Cowell
22.12.2022 13:16 PST

Appendix



Photo 1



Photo 2



Photo 3