



## Housekeeping Checklist (Workplace)

Green Roads / 17 Jul 2018 / Hawke Tethras

**Complete**

Score	<b>85.71%</b>	Flagged items	<b>6</b>	Actions	<b>0</b>
<b>Client / Site</b>	Green Roads				
<b>Conducted on (Date and Time)</b>	17.07.2018 13:32 PST				
<b>Inspected by</b>	Hawke Tethras				
<b>Location</b>	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.

## General Information

### Description of work

Electronics storage.

### Take a photo of the workplace



Photo 1

## Floors and Other Areas

2 flagged, 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?**

Yes

Lockers are available for all employees.

**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

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, 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, 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

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, 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, 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

100%

### Recommendations

Need to have facility manager check the carpet.

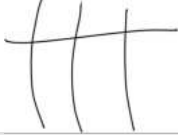
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**Overall Rating**

Pass

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**Full Name and Signature of the Inspector**



Hawke Tethras  
17.07.2018 13:59 PST

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Appendix



Photo 1



Photo 2



Photo 3



Photo 4