



## Factory Housekeeping Checklist

18 Jul 2025 / Louis Harries

Complete

Score	46 / 49 (93.88%)	Flagged items	3	Actions	2
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Conducted on

18.07.2025 13:57 PST

Prepared by

Louis Harries

Location

South Dakota, USA  
(43.9695148, -99.9018131)

Flagged items & Actions

3 flagged, 2 actions

Flagged items

3 flagged, 2 actions

Pre-inspection and Planning

Are the machines to be inspected confirmed?

No

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 25.08.2025 08:57 PST | Created by: SafetyCulture Staff

Confirm all machine to be inspected are available

Check and prepare the machines that need to be inspected.

Pre-inspection and Planning

Are the areas to be inspected confirmed?

No

**To do** | Assignee: SafetyCulture Staff | Priority: Low | Due: 25.08.2025 08:58 PST | Created by: SafetyCulture Staff

Survey the areas to be inspected

Ensure that the areas for inspection are cleared and prepared for inspection

General Cleanliness Check / Floors, Walls, and Ceilings

Is the floor clean?

No

dusty, slippery in some parts




Photo 1

Other actions

0 actions

Pre-inspection and Planning		2 flagged, 2 actions, 2 / 4 (50%)
Were the inspections scheduled during factory downtime?	Yes	
Are the machines to be inspected confirmed?	No	
<b>To do</b>   Assignee: SafetyCulture Staff   Priority: Low   Due: 25.08.2025 08:57 PST   Created by: SafetyCulture Staff		
Confirm all machine to be inspected are available		
Check and prepare the machines that need to be inspected.		
Are the areas to be inspected confirmed?	No	
<b>To do</b>   Assignee: SafetyCulture Staff   Priority: Low   Due: 25.08.2025 08:58 PST   Created by: SafetyCulture Staff		
Survey the areas to be inspected		
Ensure that the areas for inspection are cleared and prepared for inspection		
Is it ensured that no production will be disrupted during inspection?	Yes	

<b>General Cleanliness Check</b>		1 flagged, 17 / 18 (94.44%)
Floors, Walls, and Ceilings		1 flagged, 8 / 9 (88.89%)
<b>Is the floor clean?</b> dusty, slippery in some parts  Photo 1		No
<b>Is the floor free of hazards?</b> full of dusts		Yes
<b>Is the floor free of debris?</b>		Yes
<b>Are the walls free of dirt?</b>		Yes
<b>Are the walls free of damage?</b>		Yes
<b>Are the walls free of spills?</b>		Yes
<b>Are the ceilings free of dirt?</b>		Yes
<b>Are the ceilings free of damage?</b>		Yes
<b>Are the ceilings free of spills?</b>		Yes
Mirrors and Windows		3 / 3 (100%)
<b>Are the windows clean?</b> dusty		Yes
<b>Are the windows unobstructed?</b>		Yes
<b>Are the mirrors clean?</b>		Yes
Walkways		6 / 6 (100%)
<b>Are the aisles clear?</b>		Yes
<b>Are the aisles well-maintained?</b>		Yes
<b>Are the stairways clear?</b>		Yes
<b>Are the stairways well-maintained?</b>		Yes

Are high-traffic areas clean?

Yes

Are high-traffic areas free of obstruction?

Yes

<b>Housekeeping - Part I</b>		16 / 16 (100%)
Workstations Check		4 / 4 (100%)
Are workspaces neat?		Yes
Are workspaces organized?		Yes
Are workspaces conducive to productivity?		Yes
Are tools and materials properly stored at the workstations?		Yes
Tools, Equipment, and Storage		7 / 7 (100%)
Are tools and equipment free of any signs of wear?		Yes
Are tools and equipment free of any signs of tear?		Yes
Are tools and equipment free of any signs of rust?		Yes
Are shelving and racks clean?		Yes
Are shelving and racks organized?		Yes
Are materials stored correctly?		Yes
Are materials stored safely?		Yes
Waste Management and Disposal		5 / 5 (100%)
Are trash containers available?		Yes
Are trash containers emptied regularly?		Yes
Is waste disposed of properly?		Yes
Is toxic waste stored and handled correctly?		Yes
Is flammable waste stored and handled correctly?		Yes

<b>Housekeeping - Part II</b>		10 / 10 (100%)
Personal Protective Equipment (PPE)		4 / 4 (100%)
Is PPE available to all employees?		Yes
Is PPE accessible to all employees?		Yes
Are employees using the appropriate PPE?		Yes
Is there enough PPE for all employees?		Yes
Safety Equipment and Emergency Plans		6 / 6 (100%)
Are fire extinguishers accessible?		Yes
Are fire extinguishers functional?		Yes
Are first aid kits stocked?		Yes
Are first aid kits accessible?		Yes
Are all emergency exits clear?		Yes
Are all emergency exits accessible?		Yes

Final Inspection Results

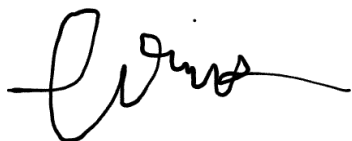
1 / 1 (100%)

Does the factory pass the housekeeping standards?

Yes

Any additional notes or observations?

Inspector's Signature:



Louis Harries  
18.07.2025 14:01 PST

Supervisor's Signature (if applicable):



## Media summary



Photo 1